



COLLECTION DEVELOPMENT OF DR.
ZAKIR HUSSAIN LIBRARY, JAMIA MILLIA
ISLAMIA, NEW DELHI: A SURVEY

DISSERTATION

SUBMITTED IN THE PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE
AWARD OF THE DEGREE OF

Master of Library
&
Information Science

Submitted by:

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Under the supervision of:

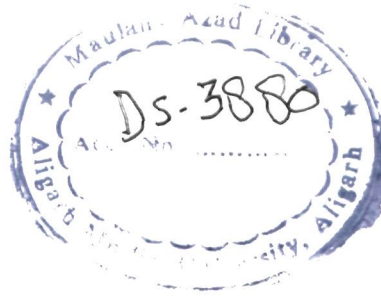
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Certificate

This is to certify that **Ms. Ambreen** has completed her dissertation entitled "Collection development of Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi: a survey", in partial fulfillment of the requirements for the award of the degree **Master of Library and Information Science** (2009-10). She has conducted the work under my supervision and guidance.

I deem it fit for submission.

Dr. Masoom Raza

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Dedicated
to
My Family

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LIST OF DIAGRAMS

S. No.	Diagrams
1.	Total collection of the library
2.	Subject wise collection of the library
3.	Language wise collection of the library
4.	Membership of the university library
5.	Annual budget allocated to various items
6.	Annual expenditure spent on various items



Chapter 1

Introduction

Chapter 1

INTRODUCTION

WHAT IS COLLECTION?

When we say it involves several kinds of documents- Books, periodicals and serials, government publications, academic thesis and dissertation, research reports, microforms, audio-visual aids, etc. In addition, we have non-conventional documents like floppies, computer tapes, DVD and Meta documents like instrument recorded one.

COLLECTION DEVELOPMENT

Collection development is the first of foremost function or primary activity of a library, the rest of all being secondary. It is a dynamic and continuous activity. It involves the user, the library staff, and the subject experts on selection team. Collection development includes all activities as accessing the user needs, evaluating the present collection, determining the selection policy, coordinating the selection of items, re-evaluating and storing parts of the collection and planning for resource sharing. Collection development is not a single activity but a group of activities. It involves a number of activities by which a library acquires materials of all types by

implementing the selection policy and the plans for document acquisition.

Collection development is a continuous and never ending activity; a well thought out long term policy is needed accomplish the task of collection development systematically.

Collection is a basic foundation on which the total library service is built. Thus, collection development is directly linked to the mission of library. It is a task which is accomplished slowly over a period of years.

Collection development process is more complex and should be well balanced. It should be based on certain policies and principles. To deal with this backbone activity in along run with consistency and to adapt necessary changes as to the clientele's needs. It is appropriate to have an approved policy with the commitment and consent of the stake-holders of the library. It is not an end in itself, but a mean to develop a need-based, up to date, and balanced collection fit to meet the documents and information needs of the users.

Adequate and effective collection development in a library is really a tough job. The three main factors involve in this job are-

- Documents selection
- Ordering

- Procurements of documents.

Collection development relates to the selection of materials and decision on the material to be included in that collection. The collection development methods and policies in a public library are different from those of academic/special libraries.

DEFINITION

1. According to **Mosher**, "Collection development is the effective and timely selection of library materials forming carefully constructed area or subject collection, shaped overtime by bibliography experts. It is the synopsis linking thousands of decision to sensitive provision of needed research materials, the capacity to make the parts fit the needed whole."

2. **ALA Glossary** defines collection development as, "the process of planning a stock acquisition programmed not simply to cater for immediate needs, but to coherent and reliable collection over a number of years, to meet the objectives of the services. The term demands depth and quality of stock, and includes associated activity towards exploitation of the collection through publicity and staff training etc."

3. **Joseph C Shipman** has defined collection development as, “the sum total materials, books, manuscripts, serials, government documents, pamphlets and microfiche, computer tapes etc. that make up the holdings of particular library. In other words, it is planned, systematic development of an already existing collection.”

4. According to **Online dictionary of Library and Information Science (ODLIS)**, “the process of planning and building a useful and balanced collection of library materials over a period of years, based on an ongoing assessment of the information needs of the library clientele, analysis of usage statistics and demographic projections, normally constrained by budgeting limitations. Collection development includes the formulation of selection criteria, planning for resource sharing and replacement of lost and damaged items, as well as routine selection and deselecting decisions.”

5. According to **Scott-Emuak par**, “Collection development is an act of selection and acquisition of materials for an expending collection and decisions on the materials to be included in that collection.”

6. According to **Wikipedia**, “Library collection development is the process of planning and acquiring a balanced collection of library materials of many formats, including books, periodicals, online resources and other media.”

VARIOUS STEPS IN COLLECTION DEVELOPMENT

The role of collection development is not only to plan a stock acquisition programme, but to make it relevant to immediate and future need of the users.

There are various steps involved in collection development. Some of them are as follows:

1. Analysis of the information needs of the users.
2. Formulation and the implementation of selection policy to seen the objectives of the library.
3. Acquisition programmes to build-up a balanced collection.
4. Resource sharing and it's imparted on collection development.
5. Weeding out programmes to ensure effectiveness of collection.
6. Collection evaluation.

METHODS OF COLLECTION DEVELOPMENT

There are various methods of collection development. Some of them are discussed below:

1. Purchase
2. Gift/Donations
3. Institutional membership
4. Deposit system
5. Exchange

1. Purchase: Purchase from the measure means of acquiring documents in any library. Strictly speaking, purchasing must be resorted to only when no other means is open to the library. But most of the required items will not be available through other means and hence purchase against specific orders becomes the most usual practice in all libraries. Also because of this ordering procedure become a matter of major concern in the collection development of a library.

2. Gifts/Donations: Gift is an important source of developing collection and it is a welcome addition to the library. No library can afford to purchase all the reading materials needed or demanded by the users and so the library relies to some extent on acquiring publications through this method. A complete record should be kept of all gift received in the library which includes the donor's

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name, address, and description of item received and date of receipt. Gift indicated 'Receive on donation' should be acknowledged thanking a donor.

3. Institutional membership: The library may enlist itself as a member of learned societies and institution, which published useful materials often the membership subscription may cover the right to receive their publications either free of costs or at concessional prices.

4. Deposit system: Deposit system entitles some specially designed libraries to receive free copies of the publications brought out by government, national and international organizations, etc. there are many university libraries and state central libraries enjoying these benefits.

5. Exchange: Exchange is another important method of building up the library collection. Exchange of materials between libraries and learned societies, institutions and government serve a number of purposes such as:

- Procurement of out of print and rare books that cannot be obtains from any other sources.
- Acquiring publications which are not for sale or not distributed in the usual trade channels which are particularly true in case of foreign government documents and reports.

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- Obtaining government publications on a regular basis.
- Using to best advantage the duplicates of a library as well as its own publications or those of the present organization by offering them in a return for publications not represented in the library's collection. It is thus a valuable source for filling up the gaps in the collection. Exchange also promotes goodwill among the libraries especially at the national level.

COLLECTION DEVELOPMENT POLICIES

In today's economic climate under funded academic/special libraries have to maintain a balance between a provision of learning and research materials; between books and periodicals, print and media: and between current need and the responsibilities-beginning to be questioned by some librarians- to develop collections to meet the future requirements. The formulation and production of collection development policy document is often recommended as a prerequisite for successfully.

Preparation and review of a written policy should also encourage the library and collection to confirm to the aims and objectives of the institution and of the library, by translating those aims and objectives into clear and specific

guidelines for each stage of materials-handling, selection, acquisition, relegation and discard. These guidelines should cover all subject field and all types of library material. These are as follows:

1. Acquisition: Acquisition of the documents for collection development in the libraries is the main and important task, which involves a series of routine operations performed according to systematic procedures. Acquisition work of the document comprises following three distinct functions, Viz Selection, Procurement and Accessioning.

(i) Selection: Selection of the document is the first phase of the Acquisition work of the library. There are two aspects in the selection work, planning and procedure, where planning here relates to the various preparations and arrangements which are to make to carry out the procedure efficiency. The selection of documents in libraries is conditioned by three factors: demand, supply and finance. Therefore, planning must be mainly concerned with these three factors. Demand and supply must be known and the finance must be secured.

(ii) Procedure: Once the selection of the documents is finalized the library has to proceed with the procurement of documents. The work of procurement of documents is divided into planning and procedure. Procurement has to be planned with due regard to matter like different means of

procurement, preparation and arrangements of ordering. The second phase of procurement is procedure of ordering.

(iii) Accessioning: Accessioning is the main work related with acquisition of documents, which is done by accession section of the library. Accession section has to be planned to perform two sets of activities namely, accessioning or taking into stock all required documents and passing the bills for payments. The basic question involved in accessioning work is the accession register, which is the basic record of the library about each document. In this way the work related to acquisition of document is completed in libraries.

2. Maintenance: Maintenance of the documents in the library is another important task for collection development. The maintenance of the library can be done by three types:

(i) Weeding: During the years of expansion in the higher education in the 1960s and early 1970s there were few pressures on academic libraries to weed or revise stock. In 1976, the Atkinson report proposed the principle of a 'self renewing library of limited growth' but was much criticized by librarians for advocating a crude measure to deal with complex problem. Even today, few UK academic libraries appear to practice planned and coordinate weeding of their stock library procedure tend to be designed to facilitate the acquisition rather than withdrawal of materials, which

seems most commonly to take place in response for weeding stock: to remove outdated material, thus enhancing the brows ability, and to take account of changes in, for example, institutional teaching and research interests.

(ii) Preservation: The development of systematic preservation programs is, again one which seems to have progressed more rapidly in the US than in the UK. As with other areas of collection management there are economic implications which cannot be ignored. For many libraries, such preservation as can be afforded is funded from the general binding fund, with obvious disadvantages. Libraries with written collection development policies may find it easier to achieve some measure of balance in respect: as mentioned earlier, such policies should provide clear guidelines not only on what material the library should be acquiring, but also on the retention and preservation of that material.

(iii) Disaster Management: The word 'Disaster' in this context is used by archivist and librarians 'to describe an unexpected event with destructive consequence to their holdings; the intention being that the disaster plan should lay down procedures for disaster prevention or reaction. It may be advantageous to develop a plan on a basis of regional co- operation, with the local public library authority or archive and record offices.

OBJECTIVES OF COLLECTION DEVELOPMENT

The objectives of collection development are to build a library collection development which will supply a continuously expanding store of useful information to support and enrich the programs of its parent organization. In order to provide the best materials for the implementation of its duties, the library requires guidelines for collection development. The policies which are of necessity, subject to review as needed, from the framework of building the library's collection.

Collection development is a plan which can be implemented and evaluated. It is a process of interviewing of-

- Information resources
- Information use and user demands
- Fiscal resources

The process involves mainly three aspects-

- Collection planning
- Collection implementation; and
- Collection evaluation.

Collection planning is a design for acquiring documents as determined by needs, goals and objectives of

the library collection. Implementation is the process of making documents accessible for use and collection evaluation connotes examining and judging the relevance in relation to goals and objectives.

ADVANTAGES OF COLLECTION DEVELOPMENT

A collection development policy:

- Expresses openly its relationship with the objectives of the parent organization.
- Forms the basis for planning collection development.
- Provides practiced guidance in day to day selection of reading materials free from personal bias.
- Helps in determining the best method of acquisition.
- Support and assists in justifying the selection/collection. Collection development policy offers some help against censorship by a clear statement of type's materials to be purchased and indicating that the policy has the support of the library authority/committee.
- Act as a rational guide for budget allocation and also helps in long range budget planning by stating priorities and outlining growth and development goals.
- Helps in making best use of resources.

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- Facilities cooperative programs like inter library loans, resource sharing and networking.
- Assists in establishing methods of reviewing materials before purchases.
- Offers suggestions on types of materials to be stored, weeded and discarded.

DIFFICULTIES IN COLLECTION DEVELOPMENT

The following difficulties in the context of collection development:

- Existing or emergence of a number of inter disciplinary studies and demands for inter disciplinary information.
- Availability of same information in different formats.
- Proliferation of information.
- Escalating prices of documents or information.
- Usual annual budget cuts or shrinking budgets.
- Space and manpower problems.

PRINCIPLES OF COLLECTION DEVELOPMENT

There are some principles of selection these documents which guide the librarian in making a judicious choice of a document. The production of a document today is enormous. Thousands of them are in wide varieties, which are being brought out every day. With the help of these following principles we can accomplish to develop a meaningful collection of documents in the libraries.

Selection of documents is both an art and a science. The following principles of selection are most important and should be given weightage. They are as follows:

1. Drury's principles
2. Dewey's principles
3. Mc Colvin demand Theory
4. Rangnathan's Laws of Document Selection
5. Haines' principles

1. Drury's principles

The principle which still governs the selection of reading materials for the library was enunciated by Drury in 1930 it states "to provide the right book to the right reader at the right time". The reader is the central theme. It

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is to be provided when the reader needs it for use. The selector should know the readers and their requirements. He should select on that material which caters to the informational, educational and recreational needs of the readers. The selected materials should be procured expeditiously to be made available to the user when he needs of it. Knowing the needs of the readers and knowing the documents which can meet these need is important in making the selection of the documents but more important than this is the creation of an efficient mechanism to ensure the availability of the selected material at the right time.

The librarian called upon to select documents for a library should have a sufficient acquaintance document with library's clientele. He is supposed to know the interest with library's clientele. He is supposed to know the interest of the community; he is serving as also the interest and reading habits of the individuals forming that community. Only then he can visualize their reading needs and demands. Adequate knowledge of the interests, activities, institutions and other aspects of the community may prove helpful in this respect. User's surveys are also useful in finding out reader's need. All efforts should be made to find out the specified as also unspecified needs of the users. The second aspect is to know the document. The selection should be able to evaluate the contents of the documents for their worth and value. He should be a

critical judge of documents. He should know the publishers and sellers of quality documents and their specialties. He should have basic knowledge of textual and physical characteristics of documents. Good knowledge of the bibliographical tools and a regular use of these can be helpful to the knowing the documents and the information they yield better.

2. Dewey's principle

Melvil Dewey's principle states "the best reading for the largest number at the least cost." According to this principle a library should select within the financial resources available the best document which may satisfy the information needs of the maximum number of reader.

The term 'best' is relative. It means a document which 'may be the best in its own field, the best that will be read, the best of which good use will be made, the best that will answer a certain demand.' The best documents are those which satisfy the just demands of the user for recreation, knowledge and study; the documents which cater to the social and cultural needs of the users. A classic or a master piece may not be in demand for the time being, but it is the best book to be selected for its literary worth and for its use to the coming generation.

The second part of Dewey's principle for the largest number refers to the users of the library and their

informational needs, specified, our selection of documents should be such as to satisfy as many readers as possible when we know our reader and then reading needs.

The last part of the principle at the least cost reminds that the book budget of a library is never adequate enough to meet all informational needs of the users. The purchased of the documents at higher discount, availing of special sales of the books at concessional rates, acquisition of documents by gift and exchange are some of the methods of save the limited funds for more purchases. The suggestion is that what so ever is to be bought must be bought, but with an eye on strict economy. At the same time it should be seen that this economy does not result in the development of a poor book collection consisting of cheap books by incompetent authors. The principle expects us to be careful in our selection and economical in our purchases to ensure optimum satisfaction to the maximum number of our readers.

3. McColvin's Demand Theory

L. R. McColvin advanced his demand and supply theory of book selection in 1925. He states, "Books in themselves are nothing. They have no more meaning than the white paper upon which they are printed, until they are made serviceable by demand. The more closely book selection is related to demand, the greater is the resultant

and possible service.” The term ‘supply’ refers to the availability of reading material in all its varieties. Demand, on the other hand means expressed and unexpressed informational needs of the user. This theory advocates the selection of only those documents which are demanded by users for their information need. Demanded for documents, however, should be differentiated according to its volume, value and variety. Whereas the development of the collection should be need based, at the same time it should be seen that we developed a balanced collection. No document of value should be left out even if demand does not exist for it. Such documents are likely to in demand in future. It should also be seen that no section of the users in over emphasized or neglected.

4. Ranganathan’s Laws of Document Selection

Ranganathan’s first three laws of library science are helpful in formulating the principles of document selection.

The first law makes it obligatory that only documents should be selected which are of use to the clientele of the particular library. Which selection of documents, the present and the potential requirements of the users must be kept in view. A school or public library should avoid the selection of costly books which are not likely to be frequent in demand. For a children library, the books should be illustrated, in bold typeface and attractive.

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The second law of library science 'every reader his book' directs the selector to cater for the informational needs of all the users of the library. The subject or the language of the style exposition of documents to be selected should be in accordance with the requirements of the users. This is possible only when the selector of document know the users and their requirements well.

The third law of library science 'every reader his/her book' suggests that all efforts should be made to put to the use those documents of value which have been selected in anticipation of needs of the users.

5. Haines' principles

The following two principles of Haines are also useful for document selection. These advocate that the development of collection should be balanced and biased.

(i) Each library should be built up according to a definite plan on a board general foundation. Its development must be flexible, but constant attention must be paid to the maintaining of just proportions as a whole, so that certain classes will not be over-emphasized and others neglected. The needs of the library exist and should be met, as well as the need of the reader.

(ii) Finally, the basis of selection is to be positive, not negative. Librarians should select books which will be of

service to somebody. He should not exclude any item because somebody feels or thinks that the though contents will do harm.

LIBRARY BUDGET

Budget is define as, “an estimate, often itemized, of expected income and expense, or operating results, for a given period in the future.” Thus a library budget is an estimate of exacted income and expenditure of the library for the coming year. Budgeting in libraries is usually done on yearly basis.

By means of a budget, a library is able to limit its expenditure to income. In addition, a budget is enabling it to do spending in a systematic manner.

Budgeting is considered important from the administrative point of view as “it served as an effective management tool. It giving over all direction; it coordinates all administrative function by guaranteeing exchange of information on policies, programs , and finance; it insure automatic, regular consideration and re-evaluation of long range plans. Budget making also providing the occasion for periodic review and reassessment of the changing needs of his library’s constituency and resources.” Budget is crucial to the success of a library towards meeting the needs of its faculty and students.

FACTORS AFFECTED LIBRARY BUDGET

Budget is affected by following factors:

- (i) Size of library in term of collection, users, staff and scale of its operations.
- (ii) Kinds of library services
- (iii) Types of users served
- (iv) Location and its physical arrangements
- (v) Period covered

BUDGETING TECHNIQUES

There are some types of budgeting techniques as follows:

1. Line –Item Budgeting
2. Lump–Sum Budgeting
3. Formula Budgeting
4. Performance Budgeting
5. Programme Budgeting
6. Zero-Based Budgeting

(1) Line-Item Budgeting

This is the most common type of budget. Here the expenditure is divided into broad categories such as:

- Salary and wages
- Books, periodicals and other reading materials
- Binding
- Equipments
- Heating, lighting, water and telephone
- Stationary, printing, supplies
- Insurance
- Miscellaneous

It is possible to list item within broad categories. However, this brings in inflexibility, whereby money from one item can not be shifting to another one easily.

(2) Lump Sum Budgeting

In this approach, a certain amount of money is allocated to the library. The library decided as to how that amount is going to be allocated in different categories. This gives considerable freedom to a librarian to allocated funds.

(3) Formula Budgeting

Here predetermined standards are applied for allocation of money. The formula is mechanical and easy to prepare. No skills are necessary to prepare and administer formula budget.

(4) Performance Budgeting

It “bases expenditure on the performance of activities and emphasis efficiency of operations.” It gives justification for the description of service to be achieved by the proposed programme.

(5) Programme Budgeting

Here the library is concerned with all its activities but individual items or expenditures are ignored. The amount are allocated to programmers’ are rendered.

(6) Zero-Based Budgeting

“The term zero based is derived from the steps in the process the development of a hierarchy of functions based on the assumption that the unit or agency is starting operation or the first time point zero basically, it is not concerned with what happened previously but rather with what is required to done in future.

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There may be four phases involve generally in ZBBS that is construction; planning; budgeting and control.

ITEMS IN LIBRARY BUDGET

The library budget usually including the following items:

- Books
- Periodical
- Back set periodical
- Furniture
- Building
- Salaries
- Stationary
- Binding material
- Equipments and machinery
- Rent
- Insurance lighting
- Transport, postage
- Miscellaneous

OBJECTIVES OF THE LIBRARY BUDGET

- To present a statement of estimated revenues and expenditure for a give period of time.
- To serve as a plane for the efficient and effective coordination of resource and expenditure during a particular period of time.
- To serve as a basic financial control mechanism.
- To serve as a device for evaluating results.
- To serve as a forecast, of the means of carrying the plan into effect, a current guide, cost summary of operations, etc.
- To serve as a tool for the management.
- To form the basic for the formulation of future policy.

FACTORS TO BE CONSIDERED IN LIBRARY BUDGET

There are some factors to be considered in a library budgets follow:

- The type of the organization academic, industrial, research of which it is a part.
- The size of the organization.
- Whether the library budget is independently prepared or whether it forms part of the general budget for the organization.
- The type of user of library service
- The document collection.
- The service offered by the library etc.
- Adherence to budgetary plans unless otherwise.

GENERAL GUIDELINES FOR COLLECTION DEVELOPMENT

- All librarians must maintain a well rounded core collection including reference materials to satisfy the regular needs of its user community. These may be supplemented through networks, and e-resources, to achieve better qualitative standards.

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- Library collection are dynamic resource and there should be, therefore, constant renewal of materials to ensure that the collection remains relevant to the user communities.
- Expert in the case of national repositories, the weeding out of books should be regular process. Each library should evolve a weeding out policy, approved by the component authority.
- The criteria for categorizing libraries in government and public libraries and grading of librarians should be reviewed keeping in mind factors such as size of collection, immediacy index.

BUDGET ALLOCATION IN A UNIVERSITY LIBRARY

According to Ranganathan's the annual recurring expenditure of a university library should be as follows:

Expenditure on reading materials	40%
Staff salary	50%
Other expenditure such as those on Provident fund contribution, binding And other contingencies	10%

CONCLUSION

A library collection consists of documents of different types. Each type of documents has its own important and value. A comprehensive, balanced and up-to-date collection is to have documents of different types in various physical forms to satisfy the informal needs of the users.

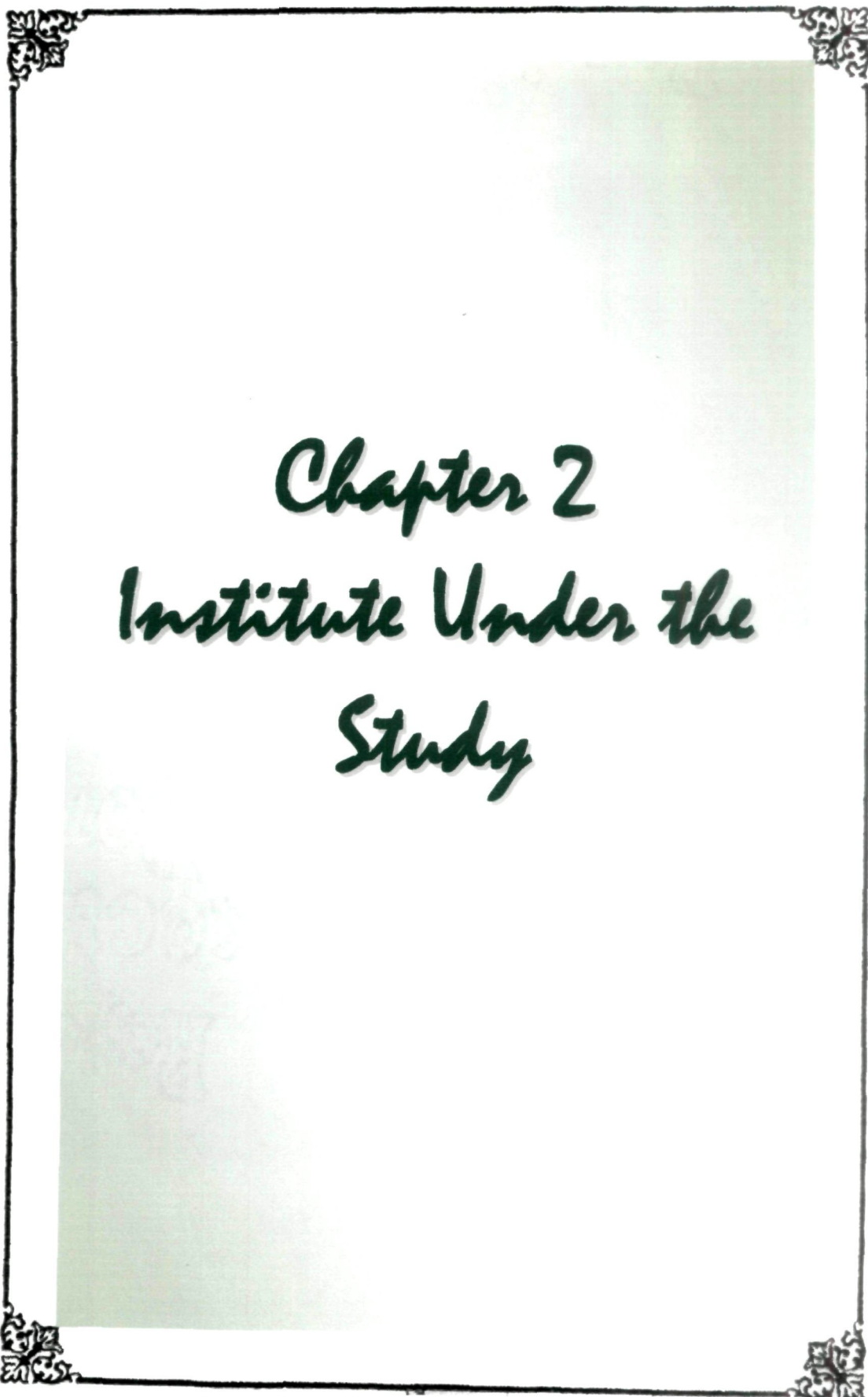
To select documents of all types for building up and effective library collection, some established principles of documents selection are to be followed. Those enunciated by Drury, Dewey, McColvin provide due guidance and are quite helpful.

A library budget is an estimate of exacted income and expenditure of the library for the coming year. Budgeting in libraries is usually done on yearly basis. By means of budget, a library is able to limit its expenditure to income. In addition, a budget enables it to do spending in a systematic manner.

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Chapter 2

Institute Under the Study

CHAPTER 2

INSTITUTE UNDER THE STUDY

DR. ZAKIR HUSSAIN LIBRARY, JAMIA MILLIA ISLAMIA, NEW DELHI

Library plays a vital role in the overall development of the society. It is an important institution. Libraries are indispensable for society these educate, inform and convert an individual into a better citizen. The library makes information available in better, organized and more economical manner.

According to the New Oxford Advance Learner's Dictionary, "collection of books and other literary materials kept for reading, study and collection".

The activities which are common among all types of libraries are;-

- Organizing and administering the libraries.
- Building the collections available for use pin-pointedly and promptly.
- Serving the users.

The number and variety of these activities and way of performing will vary according to the size, purpose and user of different types of libraries.

TYPES OF LIBRARY

- National library
- Public library
- Special library

- Academic library

Academic libraries are further grouped into:

- School libraries
- Collage libraries
- University libraries.

UNIVERSITY LIBRARY

A university library is a library attached to a university. It exist it cater to the needs and requirements of students and teachers and to supports the teaching and research programmes of the university. It is a library which serves to its parent organization. It is being considered as an integral part of the university. It is beginning to be recognized as an important component of a university set up.

University library are an essentially 20th century phenomenon. The university library is the core of a university. As a result it occupies the central and primary place, because it serves all the function of a university-teaching and research, the creation of new knowledge and the transmission to posterity of the learning and culture of the present and the past.

According to Harrods's Glossary, "A library or a group of libraries established, maintained and administrated by university to meets the needs of its students and members of the academic staff".

TYPES OF UNIVERSITIES

In the higher education sector, universities are classified into four types depending on the manner in which they were sector. These are:-

- Deemed University
- Private University
- State University
- Central University

CENTRAL UNIVERSITY

Central universities set up by act of parliament. There are 20 central universities in the country. The president of India is a visitor at all central university. The university grants commission (UGC) is the agency provide funding for maintenance and development of these universities.

JAMIA MILLIA ISLAMIA

Jamia Millia Islamia, an institution originally established at Aligarh in India in 1920 becomes a central university by an act of the Indian parliament in 1988.

The foundation committee of Jamia Millia Islamia met on 29 Oct 1920 and elected Hakim Ajmal Khan as first chancellor of Jamia on 22 Nov.1920. It also created a syllabus subcommittee. The known freedom fighter and Muslim theologian Maulana Mehmud Hasan laid the foundation stone of Jamia Millia Islamia at Aligarh on Friday 29Oct.1920.

HISTORY

Hakim Ajmal Khan, Dr. Mukhtar Ahmad Ansari and Abdul Majeed Khawaja supported by Gandhi, shifted Jamia from Aligarh to Karol bagh in New Delhi in 1925. At that time, Gandhiji's contacts helped to secure the financial help for Jamia. In 1925, a group of three friends studying in Germany, Dr. Zakir Hussain, Dr. Abid Hussain and Dr. Mohammad Mujeeb decided to serve Jamia.

Institute under the study

The first step they took was the introduction of the hugely popular evening class for adult education which was later in 1938 becomes an institution called Idara-Taleem-O-Taraqqi.

In 1928 the leadership of jamia moved into the hands of Dr. Zakir Hussain who become its vice-chancellor. In 1936 jamia was shifted to new campus at Okhla. On 4 June 1939, Jamia Millia Islamia was registered as a society. In 1939, Maulana Ubaidullah Sindhi came to jamia and started a school of Islamic Studies in jamia, called Baitul Hikmat. In 1949, during Jamia's silver jubilee celebration, Mohd Ali Jinnah, Liyaqat Ali Khan, Dr.Zakir Hussain, Pandit Jawaharlal Nehru, Asaf Ali and sir C Rajagopalachari were present.

In 1962, the UGC declared the jamia 'deemed to be university'. Soon thereafter, the school of social work was established. In 1971, jamia started the Zakir Hussain Institute of Islamic studies. B.E. course commenced in 1978. In 1981, the faculties of humanities and languages, Natural sciences, Social sciences and the state resources centre were founded. In 1983, university started the Mass communication Research centre and the centre for coaching and carrier planning.

CENTRAL UNIVERSITY

By a special act of the parliament, jamia was made a central university of India in Dec1988. Many new courses at UG and PG levels have since been added. Beside its six faculties, Jamia has a number of centers of learning and research. The Jamia is also marching ahead in the field of Information Technology (IT). Apart from this, the jamia has a campus wide network which connects a large number of its departments and offices.

Dr. Zakir Hussain library is the central library of the jamia library system, which includes various faculty libraries. The existing building covers an area of 22,900sq.ft. A new central library building has been sectioned and shelf shortly be constructed with a total covered area of 1, 06,850sq.ft. The building has designed to reflect the Jamia's contemporary image and accommodate the ever increasing the demands of the modern library system.

SECTIONS OF JMI LIBRARY

1. Text book section

The library maintains a text book section which has a separate collection of text book that can be consulted with in the library on deposition of text-book ticket at counter of the section, till the closures of the library. The text books can also be issued for overnight loan after 3:00pm. To 5:30pm. Against text book ticket which should be returned the next day. The collection has text book in English, Urdu and Hindi.

Two halls in the library on the ground floors has been segregation as independent library reader rooms where authorized library users can bring their personal books and other reading materials .Apart from these reading rooms, the library provided separate halls for research scholars and teaching of the university. The reading rooms open with the main library but their closing hours varies. Generally reading rooms are closed at 8:00pm. But during exam times they remains open till night .The section has seating capacity of about 400 users .The

entry in the section is allowed only on the providential of I-cards to the security staff .

2. Rare books section.

Dr. Zakir Hussain library maintained a separate rare books sections. This section contain approximately 1600 books published from the 16th to 19th century in English, Urdu, Hindi, Persian and Arabic which are of rare nature. This section also has rare news papers published during the period from 16th to 19th century.

3. Jamia Authors Section.

This section has a collection special collection of 2500 books written edited and completed by teachers, researchers and students of Jamia Millia Islamia.

COLLECTION OF DR. ZAKIR HUSSAIN LIBRARY, JAMIA MILLIA ISLAMIA, NEW DELHI

Dr. Zakir Hussain library of Jamia Millia Islamia has following collection....

General Collection

Books	3340067
Journals	22500
Theses	600
Microfilms	200
Compact Disc	140

Manuscripts 1974

Special collection 17

Language wise break up of library collection is.....

Language	Number of books
English	237579
Urdu	25000
Hindi	33003
Persian	2600
Arabic	3000

Special Collection.

The library has special collection benefit by various persons.

1. Ambala collection.
2. Abdul Qayyum Naqvi collection.
3. Begum Dr. Ansari collection.
4. Dr. Yusuf Hussain Khan collection
5. Dr. Zakir Hussain collection.
6. Gulam Rabbani Taban collection.
7. Jigar Moradabadi Collection.
8. Junaid Ansari Collection.
9. Justice M.Hidayatullah Collection.
10. Maulana Imdad Sabri Collection

11. Maulana Mohammed Ali Collection.
12. Moulana Obaidullah Sindhi collection.
13. Maulana Saifullah Barkati Collection.
14. Mufti Anwarul Haq Collection.
15. Rehmania Collection.
16. Sahibzada Sajid Ali collection.
17. Sayed Zahid Delhvi Collection.

Manuscripts

Dr. Zakir Hussain library has 3000 manuscripts on various subjects such as Astronomy, Astrology, Music, Quranic Studies, Sufism, Logic, Philosophy, Unani Medicine, Mathematics, oriental Studies and Hinduism in Arabic, Persian, Urdu, Pushtoo, Punjabi and Brij Bhasha.

LIBRARY SERVICES

Dr. Zakir Hussain library provides the following services to its users

1. Lending Service

The library has made available the borrowing facilities of books between 9:00am to 4:30pm.

2. Reading Room service

Reading and studying facility for text book collection is made available within the reading halls. The separate reading halls for scholar/teachers and PG students are available.

3. Orientation Programmes.

Individual and group orientation programmes are available for digital resources and services.

4. Document Delivery Service

Bonafide members of the library can get reprints of journals/articles by filling up the form at the circulation counter.

5. Photocopy Service

The library provides photocopy service through private contractors. The services are located as separate units next to main interence of the text book section. The users can approach the unit directory. They may also request the circulation counter. For any difficulty or assistance, the user may approach the in charge of user's services.

6. Inter library Loan Service

The library offers inter library loan service to its users for the books, periodicals and articles that are not available in the library. This service is provide on No profit-No loss basis an expected to be prompt. The library, in turn also lends its resources to the libraries of other govt. and academic institutions.

7. Document Procurement Services

Document Procurement Services can be made available from America Center library, British Council library, DELNET and INFLIBNET.

For documents, users will have to fill up a form available at the circulation counter and deposit it at the counter. The request can be made through e-mails also on Zhi@jmi.ernet.in

8. Internet Service

Library has introduced internet service from 2003 to the bonafide members of the library. At present, the internet service is available free of cost from morning 9: 00am to 5: 30pm in all working days.

The bonafide members are permitted to use this facility after entry in log book maintained at the library.

9. Reference service

The library maintains a separate reference collection consisting of fast finding such as almanacs, atlases, biographical and language dictionaries, directories, and books and statistical compilations, encyclopedias, technical data, maps, films etc. the reference book are not issued but consulted within the library. The library provides the reprographic service in this section also. Reference service provides assistance with factual and research questions, subject guides on findings and using materials and library instruction and research consultation.

10. Online Public Access Catalogue (OPAC).

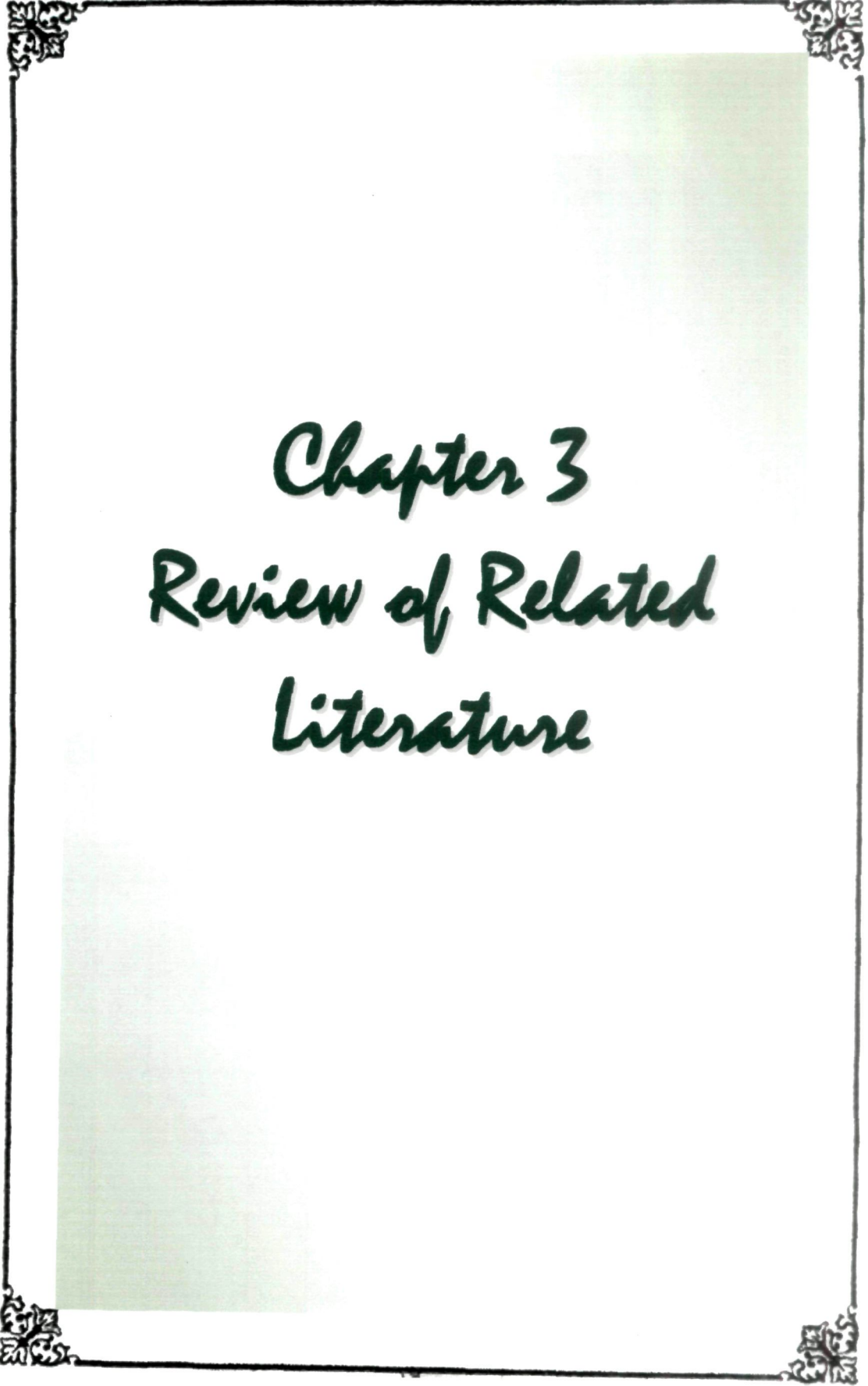
The card catalogues have been replaced by computer based online catalogue in the library of JMI, the online catalogue is placed at the entrance lobby of the main building and the users can search the relevant documents by using OPAC terminals that have been placed there. The online public Access Catalogue allows the users to search the relevant documents by:

- Author
- Title
- Subject
- Keywords
- Class number
- Boolean Logic search.

The computer catalogue, online catalogue is extremely user friendly and enables users to search the relevant information with much ease and speed. It also gives the availability status of documents; whether a particular document is available or on loan-on site orientation and guidance is available at the online catalogue terminals.

Digital Information Resources centre

Dr. Zakir Hussain library has launched the digital information resources centre for the Jamia Millia's academic and research community. It provides the access to databases of electronic resources to the bonafide members. These services are available through Internet. The databases of electronic resources are constantly reviewed and updated according to the growing needs of the Jamia community. Orientation programmes on use of digital information resources are periodically conducted. The users may log on to the Jamia's website at <http://www.jmi.in> --university library—e-journals/digital library. The users may also log on to the concerned website according to the URL indicated at the end of each database.



Chapter 3

Review of Related Literature

CHAPTER 3

REVIEW OF RELATED LITERATURE

Gopinath, M. A. & Rao, I. K. Ravichandra (1985) conducted a study under the title **“Collection development and usage: an analytical approach”** and discusses the importance of collection development process in the library services. The paper highlights the variables having influence in the collection development. The analytical techniques helpful in the measurement of document usage are mentioned. The helpfulness of such studies for collection development is an efficiency audit aspect of library. It is clearly linked with the usage of the library. The usage is enhanced by appropriate organization of collection, accessibility to such an organization, circulation of document and also the maintenance of document collection. Thus, collection development is a synergetic program calling in the best of talents of that library and information profession. With the development of quantitative techniques and the identification of the parameters usage of documents, collection development has been cruising towards objectivity.

Welsch, Crossfield & Frazier (1985) made a study under the title **“The microcomputer use in collection development.”** The article describes different application of microcomputers for acquisition and collection development in three of university library at the university of Wisconsin-Madison. It emphasizes differences in hardware and software for similar task, describes utilization problems, and concludes with

generalization about strategies for effective microcomputer use in collection development especially the importance of individual training.

Hanger, Stephen (1987) conducted a survey under the title **“Collection development in the British library: the role of RLG conspectus.”** Conspectus developed in the USA by the Research Library Group, enables libraries to record and compare quantified data on the strength of their collection and collection and practices in particular subjects. It serves both as an information file and as a basis for collaborative collection development. The British Library adopted conspectus as a part of a collection development review initiated in 1983. as well as providing a coherent picture of the libraries collection and selection policy, it is seen as the precursor of a more general adoption of the system by the UK Research Library community.

Bucknall, Carolyn (1989) conducted a study under the title **“Organisation of collection development and management in Academic libraries.”** Under this study the academic librarians were being bombarded with an accelerating stream of news: new services, new public relation, new information formats, new technologies and new catalogues have been introduced during the past 10 to 15 years. Copying strategies have been envisioned and even implemented, but usually are grafted on to existing, traditional organizational structures. So the finding was that collection development and management in academic libraries were no most sensibly addressed in terms of the larger library organization.

Tjoumas, Renee (1993) revealed under the article **“Native American Literature for young people: a survey of collection development methods in public libraries.”** This study is a preliminary examination of collection development practices, criteria, and sources employed in acquiring Native American Literature for children and adolescents. The institutional environment selected for this investigation is the public library outside the reservation context. The purpose of this article is to provide a preliminary strategy for determining to what degree public librarians outside of the reservation context are actively engaged in collecting Native American Literature for young patrons. A second objective is to identify the criteria and resources which the librarians use in selecting these materials. An examination of the professional literature revealed two significant themes. The first topic pertained to library services and the second the subject identified in these writings concerned Native American Literature for young patrons.

Norman, O. Gene (1997) revealed under the title **“The impact of electronic information sources on collection development: a survey of current practice.”** This study investigates the effect of electronic information sources on collection development in fifteen academic libraries, primarily in the Midwest. A search of the literature and conference presentation also contributed to the findings. Areas studied included the material budge; collection development policies; and licenses identifying, evaluating, selecting and developing the sources collection; training subject to use electronic resources tools, classifying electronic materials; and the changes in the role of the collection development librarian.

Taylor, Donald (1999) conducted a study under the title “**Standard collection development in an academic library.**” A university library should be able to provide access to industrial standards through a properly developed collection policy and an ability to quickly acquire needed standards. The collection should support instruction in the basic curriculum and important areas of the research at the university. Collecting beyond the minimum core of standards should be done in consultation with faculty and researchers to ensure that the collection meet the user’s needs. Standards can be collected via standing orders with standards organizations, individual selection or through the combination of these two methods. Also a standards document delivery can be set up in order that faculty and engineering students can order standards that the library does not carry.

Davarpanah, Mohammad Raza (1999) conducted a study under the title “**Collection development/management in Iranian university libraries.**” Among all the academic libraries located in Tehran with a collection of about 650000 volumes is the largest of its type in the country. Study has been conducted among medical university libraries through out the country to evaluate the total resources in the five year period 1986-1992 in dealing with the student number of these universities based on ACRL standards. The study revealed that there was no any significant relationship between collection development and the increasing number of students in those universities. The survey showed that the collections of all the surveyed libraries were much below the standards set out by the ACRL. Based on the available statistic nearly 30% of universities libraries mostly in Iran has a collection between 2000 to 5000books. 24.43% of these libraries are subscribing to more than 150 periodicals and 24 of them% of them are

subscribing to less than 50 periodicals. A survey of the central university library of Iran was conducted for a comparative assessment of the various aspects of central libraries has no effective acquisition policy and they are acting only subjectively. The result shows that Iranian university libraries need serious collection development programmes as well as sufficient and continuous financial support.

Nisonger, Thomas E. (1999) conducted a study under the title **“A review of the 1997 collection development and management literature.”** This bibliographical essay reviewed the English language collection development and management literature published in 1997 selection, deselection accesses as an alternative to ownership, collection evaluation, user studies, organization and staffing for collection development, serial collection management, and electronic resource collection management, among other topics, are included. The primary emphasis on articles, and book chapters, more than 180 items are covered in the essay.

Kovacs, Diane K. & Elkordy, Angela (2000) conducted a study under the title **“Collection development in Cyberspace: building an electronic library collection.”** Building a web-based-e-library may be the most important thing ever does. An important role for librarians in all type of libraries is the planning and/ or building of web-based-e-libraries. Offers a practical discussion of developing and implementing a collection plan for building web-based-e-libraries. The starting point for developing any collection plan is an assessment of the function of and need for an information collection and the audience it will serve. Discusses some guidelines and practical strategies on where and how to find, identify,

evaluate and select appropriate web-based information resources. Focuses on web-based information resources rather than other electronic information resources such as CD-ROM or fee-based databases that have been discussed extensively in recent literature.

Sharma, N.N. & Barooah, P.K. (2001) made a study under the title **“A bibliometric study of research papers to evaluate the collection development programmes of library.”** This journal or articles describes that the journal collection of the library of Regional Research Laboratory, Jorhat (RRLJ) has been evaluated through a study of use of journal title for publication of research by the scientific community of the laboratory journals ranked on the basis of their use for individual groups and percentage of used journals are shown. For this study, papers published by scientific community of RRLJ during 1978 to 1998 in national and international journals were selected. It is observed that the foreign journals in different areas of interest of this laboratory are included by Journal Citation Report (JCR). It is interests of the community of the laboratory could be served from the stock of library. Library also subscribes to 100 journals under the CAP project and 17 under FTJS project of INSDOC, New Delhi during 1997 and 1998 and it had to delete number of important foreign journals during this period due to current contents with abstracts such other services available on CD-ROM in the areas of interests of the laboratory from where higher percentage of needs for current information can be satisfied.

Siddiqui, Asif Fareed (2001) conducted a study under the title “**Use of library collection in the JNU library, New Delhi.**” This study is a user’s survey regarding their opinion on different aspects of adequacy of collection and its use in the JNU library, New Delhi. It also discusses the various problems being faced by the university library in this regard and draws conclusions concerning these problems, so that librarians may ensure maximum use of library collection within the available resources. For conducting the survey a questionnaire was prepared and stratified random sampling has been used. The user’s group of the library has been divided into five categories. There are members of the teaching and non-teaching staff, research scholars, post graduate students, undergraduates and other.

The other categories include students of IIT, part time courses and special members and teachers from other universities. The sample size in all categories of user population is five percent (5%). Out of the total number of users, 76 member of staff, 99 research scholars, 55 postgraduates, 37 undergraduates and 36 of the other categories of user constitute the sample of this study. This shows that 16% of the total user population under study consists of members of staff, 35% of research scholars, 26% of postgraduate, 15% of undergraduates and 08% of other categories.

Rajhansa, Vijaya (2001) made a study under the title “**Quality control and its implementation in collection development in academic libraries.**” It stresses the need to perform the function of quality collection development as a management functions and highlights various concepts and tools available for the acquisition librarian in academic libraries which will ensure quality collection development policy, etc. Collection development is directly linked to the mission of the library. Collection development is a task

which is accomplished slowly over a period of years. Actual purchases, gifts and exchanges come next in the hierarchy of collection development process. The basic criterion in collection development should be the library potential of materials, its appropriateness for users, and its relevance of users needs. Collection development should be user-based and demand-based, which will lead to achievement of quality control in collection development.

Gyeszly, Suzanne P. & Ismail, Mathew (2003) discusses under the title **“American University of Sharjah Library: a collection development project.”** The American university of Sharjah (AUS) in the United Arab Emirates was established in 1997. The university’s international curriculum and the library holdings have changed with the growth of student enrollment. Assessment of the library collection was therefore necessary to maintain the quality of materials. The objective of the assessment was to support the international mission and curriculum of the university and to identify the unique materials to the region and gaps in the collection. Collection development policies were created that were unique to the Gulf region. As a result of the assessment, an intensive collection development programme was under taken. the approval plan extended and thousands of new monographs ordered. The project became a model for other newly developed library in the Gulf region.

Smith. Erin T. (2003) conducted a study under the title **“Assessing collection usefulness: an investigation of library ownership of the resources graduate students use.”** In this study he describes two-phase assessment tool developed for ‘Fit of the University of Georgia Library’ collection with the need of their patrons. First, a citation analysis of a sample

of 2001 thesis and dissertation revealed the specific titles and cross section of graduate students. Second, searches were conducted in the OPAC and in electronic resources to determine library ownership of those cited works. Questionnaire method was used in data collection. The process then was repeated with a sample of graduate works completed in 1991 in order to investigate whether the further searching of library budgets due to the influx of electronic resources has had impact on the usefulness of the over all collection. The result revealed that the citation analysis phase of the project concurred with previously published disciplinary specific studies.

Sasikala, C. (2004) discusses under the title **“Collection development and electronic information sources”** that collection development is a major concern in library and information science today. Advent of IT has changed the task of collection development. Electronic collection is more flexible and dynamic having wider variety and choice of selecting only that part of document that is relevant. Collection management is a fundamental concern for libraries. The principles of collection development which were developed in the e-world of print publications, do not change radically with new publishing technology, methods of decision-making and specific selection guidelines must be adjusted significantly will cover various issues associated with the policy of developing collection of electronic sources and ways of providing access to them.

Collection development methods related to the procedures of selection and acquisition of materials for an expanding collection need decision on the materials to be included in collection development.

Peterson, Elizabeth (2004) conducted a study under the title **“Collection development in California Indian Tribal libraries.”** The paper provided guidelines for selection of materials, suggestions for sources of Native American materials with an emphasis on California Indians, as well as selected titles for California tribal libraries. Tribal library collection development also presented special challenges in term of identifying, locating and acquiring the materials most needed.

Maharan, Bulu, Choudhury, B.K. & Dutta, Syamashree (2004) conducted a study under the title **“Collection development of electronic information resources in the R & D libraries of the Kolkata city: a survey.”** In this paper they discussed about the policy and the practices of development and management of e-resources in the select R & D libraries in Kolkata city. Study depicts the current state of e-collection policy statements, and management practices under vogue. It also examines various criteria for selection and evaluation of e-resources. Feasible recommendations have been put forth for the development of a balanced collection of electronic resources and its effective management. The findings clearly reveals was that out of 10 libraries only 4 (40%) libraries provide access to their OPACs e-journals, e-databases and such other resources via internet on the Local Area Network (LAN) to the faculty, students, scientists, researchers, and other users of the respective libraries.

Omagbemi, C.O., Ogunbote, K.O. & Adekunmisi (2004) made a study under the title **“Nigerian academic libraries and collection development: a case study of Olabisi Onabanjo university library, Nigeria.”** And assesses the collection development of Olabisi Onabanjo

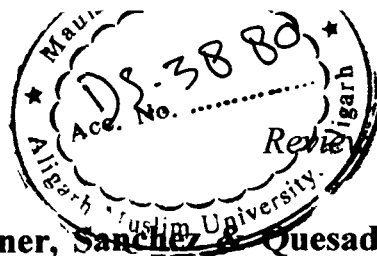
university library using the projections by the university planning committee, the take off stock and the present collections. The present state of the library collection has not been able to meet up with the initial projections as well as the initial CULNU guidelines. It defines inadequate funding and geometrical increase in student's intake as major problems. It stresses the fact that the Olabisi Onabanjo University's issue is not an isolated one as various reports and studies have revealed similar situations in other Nigerian Universities using the Nigerian, African and United Kingdom average on collection development as a yardstick.

Goyal, Sonika, Gupta, Priya & Sharma, Kavindra (2005) conducted a study under the title **"User study and collection development policy in Scientific and Technical libraries."** The study is confined a survey at Ibadan city's library indicates that science and technology are the subjects most in demand, followed closely by the social science. This is due to the high premium placed on scientific and technical education at the stage of development. The main objectives of the study are: (i) to judge the limitation of library system and services. (2) To exploit the resources at the least expenses of money, time and energy. (3) To enhance the quality of acquisition and collection. The major finding was that the rate of increase in number of scientific and technical documents, rise in thesis cost of acquisition selection tools and inadequate funds for acquisition, it was become absolute by eventual for the scientific and technical research libraries in India.

Malhan, V. & Rao, Shivaram (2005) made a study under the title **“Collection development in digital environment.”** This study discussed the problems and challenges faced by libraries and information centers in the selection and quality filtering of electronic resources and depict the prevailing.

Sreekumar, M.G. & Sunitha, T. (2005) conducted a study under the title **“E-journal collection development prospects: the IIM consortium experience.”** This study describes the numerous features of e-journals in the present day library collection development and digital content management context. They also illustrate a vivid picture about the need for consorted and co coordinated efforts on curbing the budgetary constraints and increasing the information resources base in the libraries. It traces the genesis of the IIM library consortium, a consortium of six IIM libraries in India, which took off as early as 2000. The study also highlights the host of issues and problems the consortium has been encountering and overcoming from time to time.

Vignau, Susana, Barbara, Sanchez & Meneses, Grizly (2005) made a study under the title **“Collection development policies in university libraries: a space for reflection.”** To identify necessary components in the formulation of collection development policies in 16 center of higher and technical education in Cuba. The finding indicates that the directors of university libraries and managers of collection development, few have collection development policies, and few have carried out user studies.



Vignau, Barbara, Susaner, Sanchez & Quesada, Heana Lourdes Presno (2006) revealed under the title **“Collection development in a digital environment: an imperative for information organizations in twenty first century.”** This paper discusses the topic of collection development in a digital environment. The objective of the study developing digital collection is a logical consequence of inserting information technologies in organizations. This paper is based on the development of the user oriented concept of digital collections. The finding showed that current information society requires collection development to guarantee suitable resources in information organizations. In this paper the author propose a cycle to create a digital collection starting from the established precept for traditional collection development. The creation process is supplemented with an analysis of the term collection development attracting from the user’s focus.

Haider, S.J. (2006) discusses under the title **“Education for collection management/development in Pakistan.”** The concept of collection management in its true sense is yet to be developed to today’s Pakistan. At present, assisting in book selection and order work are the typical functions of an acquisition department, if one exists. Out of eight library schools only two have an independent course titled collection development and management. Another two prefer to retain the old nomenclature, building library collections while others combine the subject with some other course. A review of description reveals, (a) no mention of the goals, objectives of the course; (b) contents that are sketchy and widely variable; (c) absence of electronic resources in course description; (d) use of basically lecture method of teaching; (e) dominance of old American and

British texts; (f) use of poor assessment method. There is a need of education in Pakistan about good collection development.

Kaur, Sarbinder, Satija, M.P. (2007) conducted a study under the title **“Collection development in digital environment: trends and problems.”** This article describes various trends in collection development in digital environment. The changes that have occupied in acquisition, retrieval and storage of information due to technological developments have been discussed. Limitations, restriction and problems being faced by libraries and reader due to the same have also been discussed. In this study 50% student surveyed own a computer and all of them use the internet and 60% claimed that finding information online makes more sense than going to library and also 60% liked the convenience and the time saved by finding information online and hour of the day. But situation is a bit different for student at UG level. The finding was that more and more resources available in digital format, the collection development has to include these resources, thus making them easily accessible to users. The policy should include these resources enabling their selection, acquisition, preservation and distribution.

Amudha, G., Alawrencemery (2007) discusses under the title **“Issue of policy making in digital libraries collection development.”** In this article discussed that the libraries primary task is to select, maintain and provide access to relevant and representative information resources. Collection development process is more complex and should be well balanced. To deal with this backbone activity in a long run with consistency and to adopt necessary changes as to the clientele's needs. It appropriate to have an approved policy with the commitment and consent of the

stakeholders of the library. It enhances the commitment to meet the organization's goal and reduce the biasness. This act as guide to the library staff and stakeholders in building the collection as core so as to enable other library programs.

Sharma, U.C., Das, Pragya & Das, Ranjit Kumar (2008) conducted study under the title **“Collection management of engineering college libraries of Orrisa: an evaluative study.”** This paper describes proper appreciation of the impact of technology of the concept of libraries and their services. The strength and the weakness of the collection of the engineering college libraries and to provide the necessary guidelines for improvement of the collection to made it more users responsive, live and dynamic. In this study the questionnaire method has been adopted to collect information from respondent those are geographically scattered over thirty districts in Orrisa. The questionnaire has been divided into seven segments like: (1) background information (2) library collection (3) library budget (4) acquisition policy (5) library services (6) library activities (7) library automation. The finding was that to provide a clear picture about their establishment, organization, services to users etc.

Keat, Yeap Chun, Kaur, Kiran (2008) conducted study under the title **“Citation study of library and information science dissertation for collection development.”** This study applied citation analysis method to examine the use of information resources by students of the master in library and information science (MLIS) at the University of Malaya in preparing their dissertation. Reference from a sample of 40 MLIS thesis from the period 2000-2005 were examined for year of publication; author; source title;

bibliographic format; language; subject category and place of publication. Core journals titles are compared with Journal Citation Report (JCR) listing and also for availability at the university of Malaya library. The study shows that the most used sources for information there is a steady increase in the use of electronic media by library and information science (LIS) researchers. This study serves as a baseline indicator of resources used by LIS researchers. It can be utilized by librarians to focus on collection development to support research needs.

Ameen, Kanwal (2008) under the title “Barriers in collection development and sharing among libraries of Pakistan: university library manager’s viewpoint” shows that university libraries in Pakistan are a privileged type of libraries with comparatively sound collection and good staff strength. They spend a large portion of their funds on developing in-house collection in isolation. In spite of the prevailing information and communication technology (ICT), there is hardly any practice of developing and sharing collections in a formal manner. Using a survey method, this study explores the barriers to collection development and sharing among the well established character university libraries situated in the major cities of Pakistan. The survey followed a qualitative design based on an interview technique of data collection. Twenty chief/head librarians from five major cities of Pakistan were interviewed. These in-depth, semi structured interviews were conducted at the librarian’s workplaces during 2003 to 2004. The data analysis of the present study revealed that various technical, procedural, psychological, and behavioral barriers in archiving planned and meaningful collection development and sharing programmes still prevail. It

suggests analyzing the possibilities, opportunities and challenges of collection development and sharing in the emerging paradigm.

Wisneski, Richard (2008) conducted a study under the title **“Collection development assessment for new collection development librarians.”** Numbers of articles have been written in the past several years that provide practical advice for librarians to collection development, particularly in terms of understanding terminology, learning collection development processes and gaining familiarity with one’s library and institution. The article further this discussion, but with attention to working in collection development within the Ohio LINK consortial environment. In order to thrive in this environment, new bibliographers are benefited by becoming familiar with and using data such as used statistics, consortium reports and peer institution statistics to develop and expand collections in one’s assigned disciplines. Attention is also given to creating subject collection statements, faculty networking and colleagues’ assistance. The writer himself provides insights and perspectives on these matter, chiefly applicable to others new to collection development.

Darby, Neil & Hyden, Helen (2008) in the article **“Special collection development for beginners: a case study of special collection at Waterford institute of technology”** sets out to describe the challenges and opportunities created by the presentation of a number of special collection to the library services of Waterford institute of technology. It aims to focus on the work done with the collection of date and plans for the future. The case study reports on the collections presented to WIT Library services and the approach taken to their conservation and display. It also the

ongoing issues involved in special collections management in a modern academic library setting. The paper concludes that there is a delicate balancing act involved in accepting and managing special collections in contemporary academic libraries.

Perrone, Agnese (2009) under the title **“Electronic book collection development in Italy: a case study”** reports the result of a research project that aimed to investigate how academic librarians are managing the integration of electronic book collections in their library holdings and focuses on the selection criteria and collection development issues in Italian academic libraries that have been lately involved in electronic book collection projects and by the Italian digital publishing e-book offer. The paper describes the case study carried out by the researcher for the dissertation of the international master in information science jointly delivered by Parma University, Parma. Italy and North Umbria university- New castle upon Tyne, UK. Two interviews and a questionnaire were done between February and July 2008 whereas the analysis of the result was carried out between September 2008 and January 2009. Data were gathered through interview and through a structured questionnaire. The data were analyzed following the guidelines described in literature. On the other hand the answers to the interview questions were transcribed. According to the constant cooperative analysis findings were categorized in order to identify the main themes and issues that would describe and explain the phenomenon under study. On the other hand, data gathered through the questionnaire were reported using a variable-base method with a focus on the different types of interval variables. As specific software for quantitative analysis was

Review of related literature

not available, all responses to questions were entered in a database and were included in specific categories.

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Chapter 4

Methodology

CHAPTER 4

METHODOLOGY

This chapter deals with the methodology used in the study has been discussed under the following heading:

1. Statement of the problems
2. Objectives of the study
3. Hypotheses
4. Methodology
5. Tools used for the study
6. Sample population
7. Variable taken
8. Scope of the study
9. Pilot survey
10. Data collection procedure
11. data analysis methods

STATEMENT OF THE PROBLEM

The problem for the present study is entitled “collection development in Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi: A survey”.

OBJECTIVES OF THE STUDY

1. To measure the extent of collection development in Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi.
2. To identify the various types of collection those are available in library of Jamia Millia Islamia, New Delhi.
3. To identify the various types of collection of different subjects those are available in the Zakir Hussain Library, Jamia Millia Islamia, New Delhi.
4. To identify the various types of collection in different languages those are available in the Zakir Hussain Library, Jamia Millia Islamia, New Delhi.
5. To know the membership of the Zakir Hussain Library, Jamia Millia Islamia, New Delhi.
6. To know the total annual budget allocated for the Zakir Hussain Library, Jamia Millia Islamia, New Delhi.
7. To know the total annual expenditure of the Zakir Hussain Library, Jamia Millia Islamia, New Delhi.
8. To know the status of library automation and automated infrastructure facilities in the Zakir Hussain Library, Jamia Millia Islamia, New Delhi.
9. To also identify the resource sharing arrangement from other libraries and information centers.

HYPOTHESES

1. The collection of Zakir Hussain Library, Jamia Millia Islamia, New Delhi is more than 5 lakh. *not validated*
2. The budgetary allocation in Zakir Hussain Library, Jamia Millia Islamia, New Delhi is increasing year after year.
3. The annual expenditure spends more on books rather than the journals in Zakir Hussain Library, Jamia Millia Islamia, New Delhi.
4. The procedure of collection development in Zakir Hussain Library, Jamia Millia Islamia, New Delhi is done by the committee constituted for it as well as the recommendations of teachers and suggestions of students also taken into consideration.
5. The library use both documentary and online book selection tools for collection development.
6. The library does not have fully automated function facilities.
7. Library does resource sharing.

METHODOLOGY

Methodology has its own importance and implications in scientific investigation because objectivity in any research investigation can not be obtained unless it is carried out in a very systematic and planned manner. Scientific investigation involves careful and proper adoption of research design, use of standardized tools and test identifying adequate sample by using appropriate sampling techniques. It can be defined as a scientific and systematic

search for gaining information and knowledge on a specific topic or phenomenon.

METHODS OF RESEARCH

1. HISTORICAL METHOD

If we are to understand our present, then history is essential. History is a written methodological record of its development and it helps to explain the present in this way.

2. SURVEY METHOD

A survey is a systematic collection of data concerning a system, its activities, operations, persons involved in that system.

3. CASE STUDY METHOD

It is a technique in which an institution is recognized as a unit of study and various aspects to the unit are studied deeply. In this method the emphasis is on principles and processes rather than transfer of factual information. It represents the real solutions drawn from practice and provides an opportunity to enquire skills in analyzing problems, making decisions and solving them.

4. DELPHI METHOD

It is basically a technique of obtaining consensus among experts opinion on a given problem. A questionnaire is prepared translating the aims and objectives of research. The identified problem is put up to the panel of experts in many rounds till a consensus agreement is achieved. The basic theory behind this technique is that consensus opinion among majority of opinions will have

greater creditability and authority than the surmise of only the most articulate is a group of participating respondents.

5. STATISTICAL METHOD

It is used for aggregative analysis and intensive study of individual unit in outside its scope. This method is based upon quantitative analysis. By using this method the researcher can study the problems related to the libraries such as budget estimates, library planning, assessment of library services, evaluation of library services and library forecasting studies.

DATA COLLECTION PROCEDURE

To conduct the present study a questionnaire was prepared consisting of questions pertaining to such aspects as: library budget, library collection, selection of study materials, selection tools, e-journal subscription, library automation, and resource sharing etc. Because the questionnaire was aimed to collect the relevant data from Zakir Hussain Library, Jamia Millia Islamia, New Delhi, it was personally taken to the librarian. The calculated data was entered into different tables to find out.

- 1) Library budget
- 2) Library collection
- 3) Selection of study materials
- 4) Selection tools
- 5) Library automation
- 6) Resource sharing

SURVEY METHOD

Any survey may be a powerful and useful tool for collecting data on human characteristics, attitudes, thoughts and behavior. Knowing what the client wants is the key factor to success in any type of business. News media, government agencies and political candidates need to know what the public thinks. Associations need to know what their member wants. Large companies need to measure the attitudes of their employees. The best way to find this information is to conduct a survey.

STEPS IN A SURVEY

1. Establish the goals of the project- what you want to learn.
2. Determine your sample- whom you will interview.
3. Choose interview methodology.
 - a) Create your questionnaire.
 - b) Pre-test the questionnaire.
 - c) Conduct the interviews and enter data.
 - d) Analyze the data.

METHODS USED IN SURVEY STUDIES

There is several survey techniques used to collect the data types of studies viz:

- Questionnaire method
- Observation method
- Interview method
- Documentary method

Some procedure for collecting data and then after careful tabulation, the use of appropriate statistical techniques for analyzing the data for this study the instigator used questionnaire method.

- **Questionnaire Method**

Questionnaire is a tool to collect the data from diverse, large and widely scatter group. This method of data collection is quite popular. A questionnaire consists of a number of questions printed in a definite order. In this method a questionnaire is given to a person concerned with a request to answer the question and returned the questionnaire. The respondent has to answer the question about his/her subordinate.

Types of Questionnaire

There are two types of questionnaires:

1. **Open Questionnaire:** In this type of questionnaire no answer is given against question. Respondent supply the answer in his run board and language.
2. **Closed Questionnaire:** In this type of questionnaire answer is given against the question. The respondent has to select the alternative answer written against the question so, the work or the respondent is to indicate his/her closed interview method.

- **Observation Method**

Observation is at once the most primitive and the most refined of modern research techniques. This method implies the collection of information by way of the investigators own observation, without interviewing the respondent. In this we observe things around us. It is the method of acquiring knowledge.

Observation is normally employed in measuring, testing, characterizing human behavior.

- **Interview Method**

Contemporary investigators use interview method as a social survey tool. Young defined “a systematic method by which a person enter more or less imaginatively into the life of a comparative strangers”. The interview method is more direct and has greater flexibility. This method is unique because the collection of data is through direct verbal interaction between individuals. The investigator used personal interview method. In this method interviewer asked question generally in a face to face contact to the other persons or respondents. There are two types of interview method:

- 1. Personal Interview:** An interview is called personal when the interviewer asks the questions face-to-face with the interviewee. Personal interviews can take place in the home, at a shopping mall, in the street, outside a movie theater or polling place etc.
- 2. Telephonic Interview:** Surveying by telephone is the most popular method in developed countries like U.S.A. In this method interviewer asks the questions over a telephone line with the interviewee

- **Documentary Method**

It has been an important source of information. Through documentary method, the researchers make use of many documents on record, published or unpublished to extract necessary information that contains important information about a problem or aspect of study.

DATA ANALYSIS METHOD

The data collected through questionnaire, observation and informal interview are organized and tabulated by using statistical methods, tables and percentage.



Chapter 5

Data Analysis and Interpretation

CHAPTER 5

DATA ANALYSIS AND INTERPRITATION

Total Library Collection

Dr. Zakir Hussain library have a rich collection of all types of documents such as books, periodicals, manuscripts, etc. The total collection of the library is presented in the following table:

Table 1:

Total Collection of the library

Item	2008-09	% of item	2009-10	% of item
Books	3,38,357	93%	3,40,067	93%
Journals	22,000	6%	22,500	6%
Manuscripts	1,974	1%	1,974	1%
Others	75	0%	75	0%
Total	3,62,406		3,64,616	

The table 1 shows that books constitute 93% of the total collection, followed by journals, i.e. 6%, followed by manuscripts, i.e. 1% during the session 2008-2009. The constitution of the total collection remained the same in the session 2009-2010.

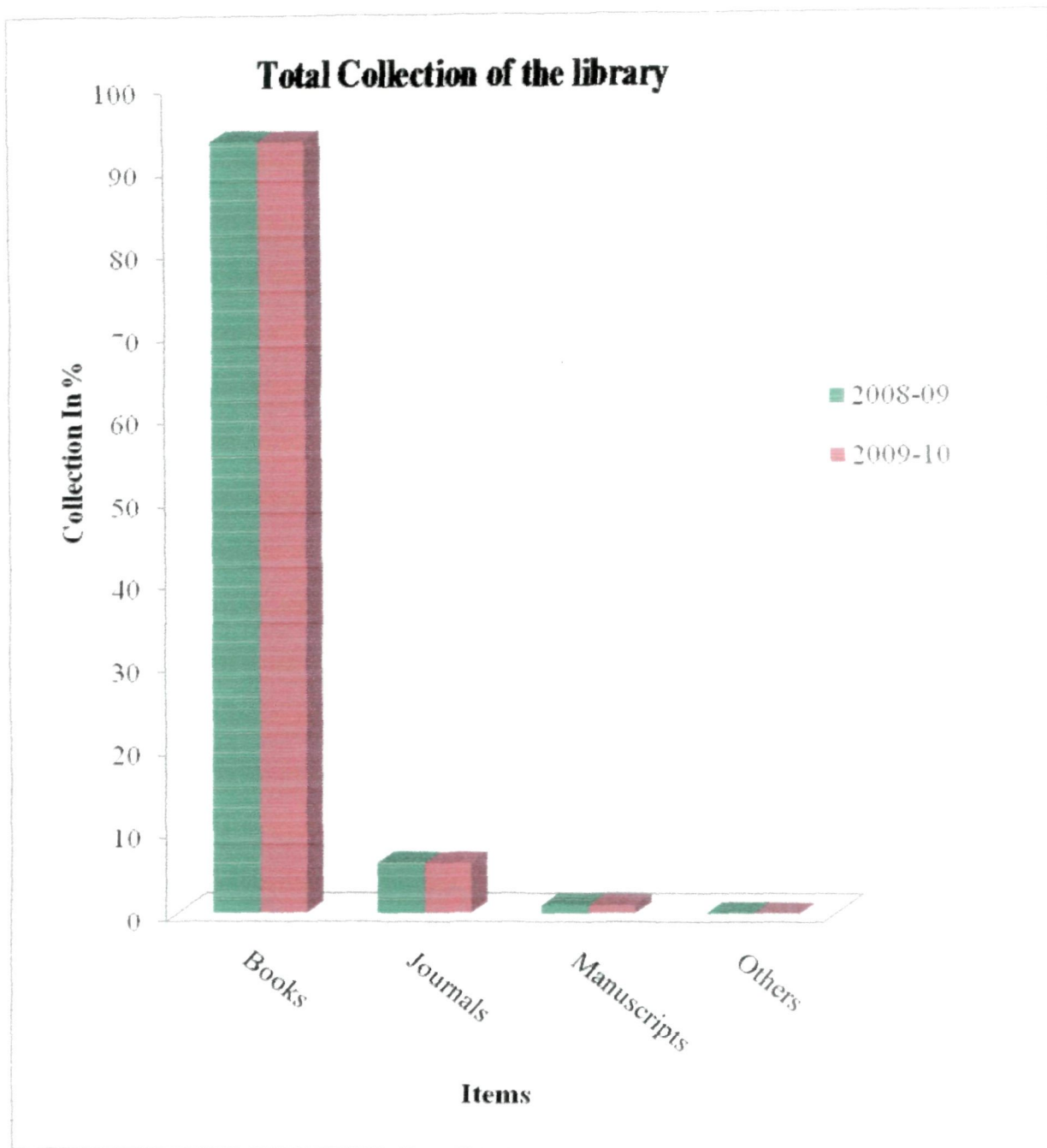


Fig:1 Total collection of the library

Table 2:**Numbers of books and journals according to subjects**

Item	2008-09				2009-10			
	Books	%	Journals	%	Books	%	Journals	%
Humanities & social science	1,51,592	45	192	50	1,54,192	44	192	52
Science	60,774	18	42	11	62,924	18	42	11
Education	34,945	10	28	7	35,395	10	27	7
Commerce & Management	29,258	9	15	4	29,808	9	12	3
Engineering & Technology	29,120	9	08	2	29,520	8	08	2
languages	10,798	3	41	11	11,698	3	48	13
Law	10,339	3	16	4	10,989	3	16	4
Computer Science	8,217	2	07	2	8,717	3	07	1
Others	5,024	1	39	10	5,150	2	29	7
Total	3,40,067		383		3,48,393		369	

The table 2 shows the numbers of books and journals according to subjects. The 45% books are on humanities and social sciences from the total collection of books, followed by science, i.e. 18%, followed by education, i.e. 10%, by commerce and management, i.e. 9%, by engineering and technology, i.e. 9%, by languages, i.e. 3%, by law, i.e. 3%, by computer science, i.e. 2%, and followed by others, i.e. 1% in the session 2008-2009. In the same way 50% journals are available on humanities and social sciences from the total collection of journals, followed by science, i.e. 11%, by education, i.e. 7%, by commerce and

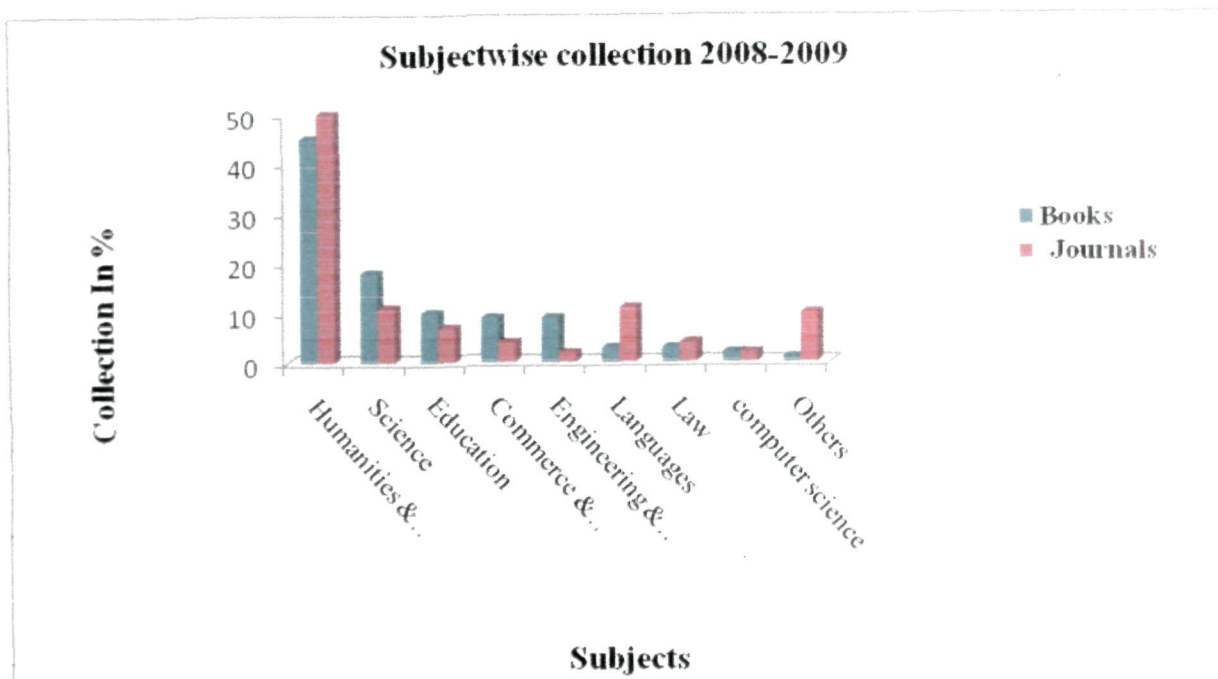


Fig:2.1 Subject wise Collection 2008-2009

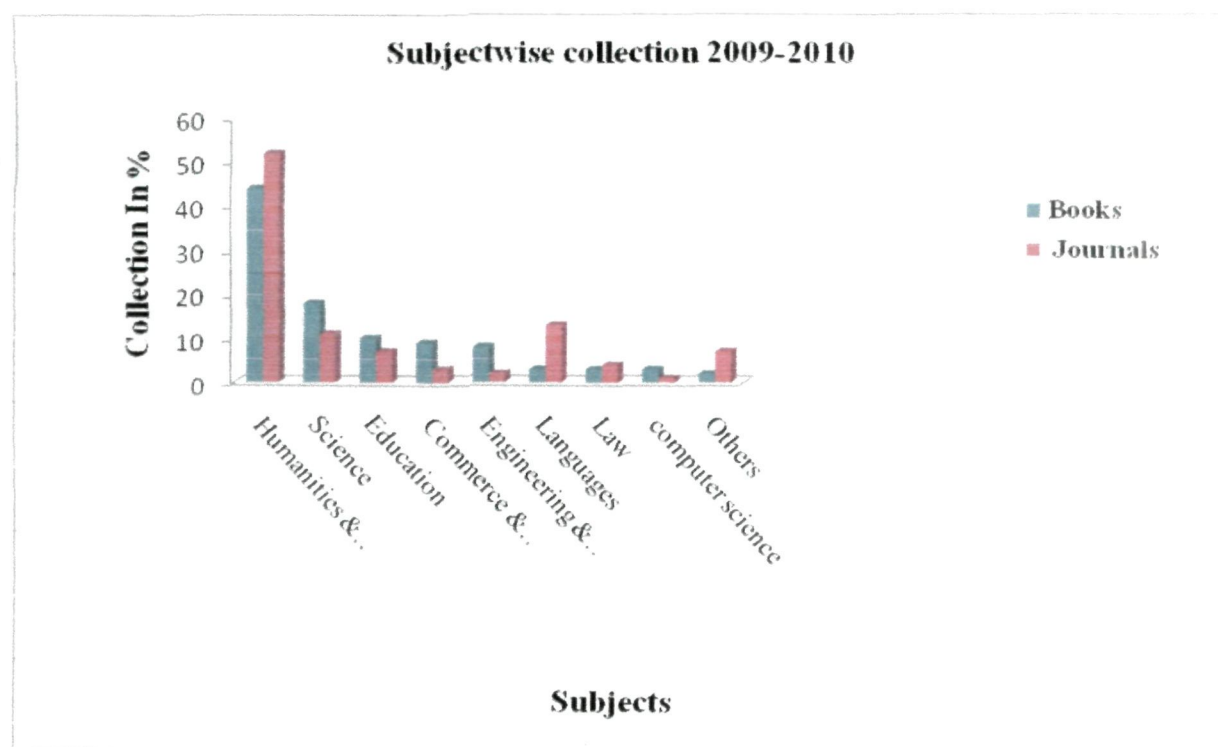
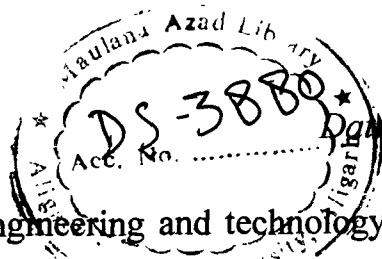


Fig:2.2 Subject wise Collection 2009-2010



management, i.e. 4%, by engineering and technology, i.e. 2%, by languages, i.e. 11%, by law, i.e. 4%, by computer science, i.e. 2%, and followed by others, i.e. 10% in the session 2008-2009. On the contrary, 44% books are on humanities and social science from the total collection of books followed by science, i.e. 18%, followed by education, i.e. 10%, by commerce and management, i.e. 9%, by engineering and technology, i.e. 8%, by languages, i.e. 3%, by law, i.e. 3%, by computer science, i.e. 3%, and followed by others, i.e. 2% during the session 2009-2010. In the same way 52% journals are available on humanities and social science from the total collection of journals, followed by science, i.e. 11%, by education, i.e. 7%, by commerce and management, i.e. 3%, by engineering and technology, i.e. 2%, by languages, i.e. 13% by law, i.e. 4%, by computer science, i.e. 1%, and followed by others, i.e. 7% during the session 2009-2010.

Number of Books and Journals according to Languages

The library has books and journals of different languages. The distributions of them are as follows in the following table:

Table 3:
Numbers of books and journals according to Languages

Items	2008-09				2009-10			
	Books	%	Journals	%	Books	%	Journals	%
English	2,37,579	70	342	89	2,42,624	70	328	89
Regional	51,522	15	18	5	52,337	15	18	5
Hindi	33,003	10	20	5	35,153	10	18	5
Others	17,963	5	03	1	18,279	5	03	1
Total	3,40,067		383		3,48,393		369	

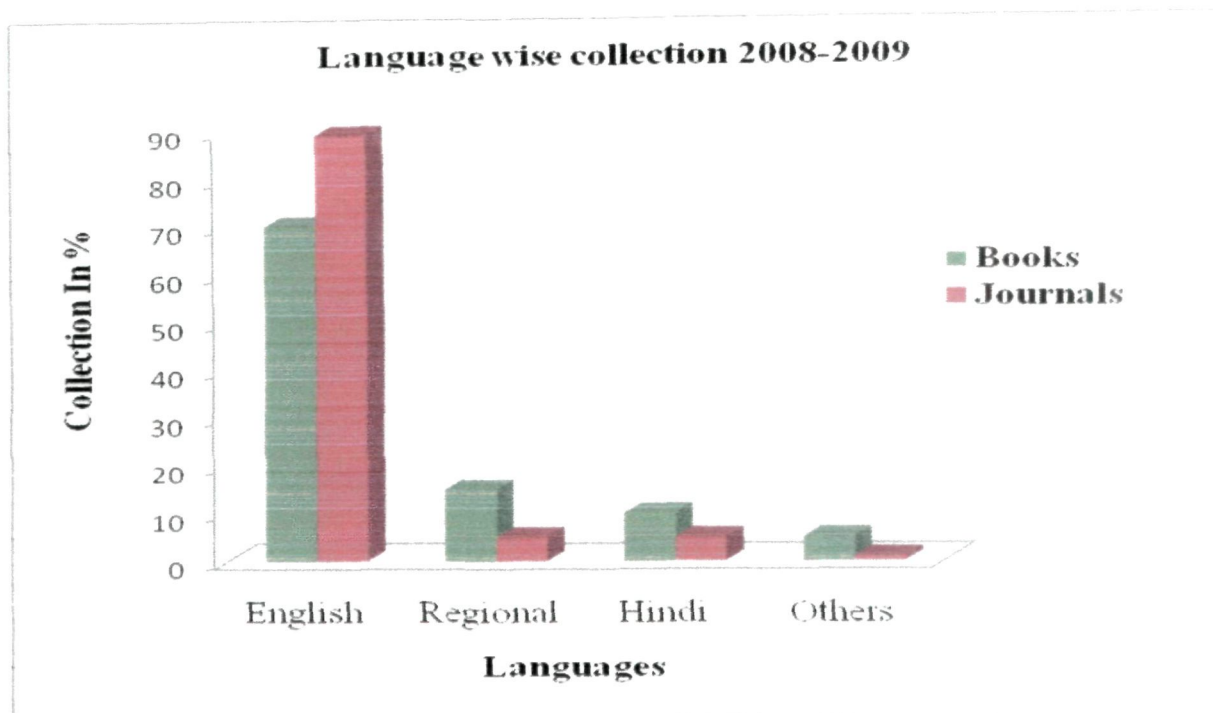


Fig:3.1 Language wise Collection 2008-2009

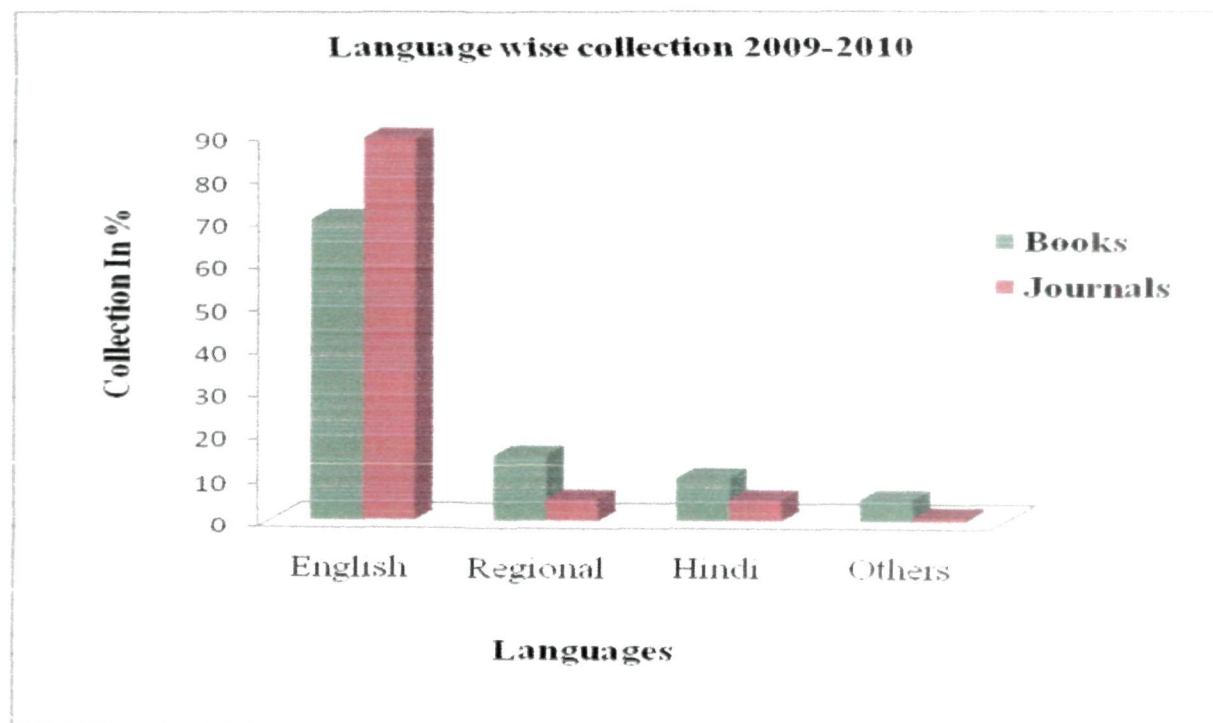


Fig:3.2 Language wise Collection 2009-2010

The table 3 shows the numbers of books and journals in different languages. The 70% books are available in English while 10% books are available in Hindi. 15% books are available in regional languages and 5% in other languages from the total collection of books in the session 2008-2009. On the contrary 89% of the journals are available in English and 5% in Hindi, 5% in Regional languages, and 1% in other languages from the total collection of journals during the session 2008-2009. On the other hand the constitution remained same for the session 2009-2010.

Membership of the University Library

The library has different types of members such as students, researchers, Faculty and other members etc. The descriptions of all the members are as follows:

Table 4:

Membership of the University Library

Members	2008-09	% of Members	2009-10	% of Members
Students	10,970	67%	14,542	72%
Teachers	1,593	10%	1,643	8%
Researchers	1,095	7%	1,217	6%
Others	2,804	17%	2,916	14%
Total	16,462		20,318	

This table 4 shows the membership of the university library. The 67% are the students followed by teachers, i.e. 10%, followed by researchers, i.e. 7%, followed by others, i.e. 17% from the total members of the library in the session

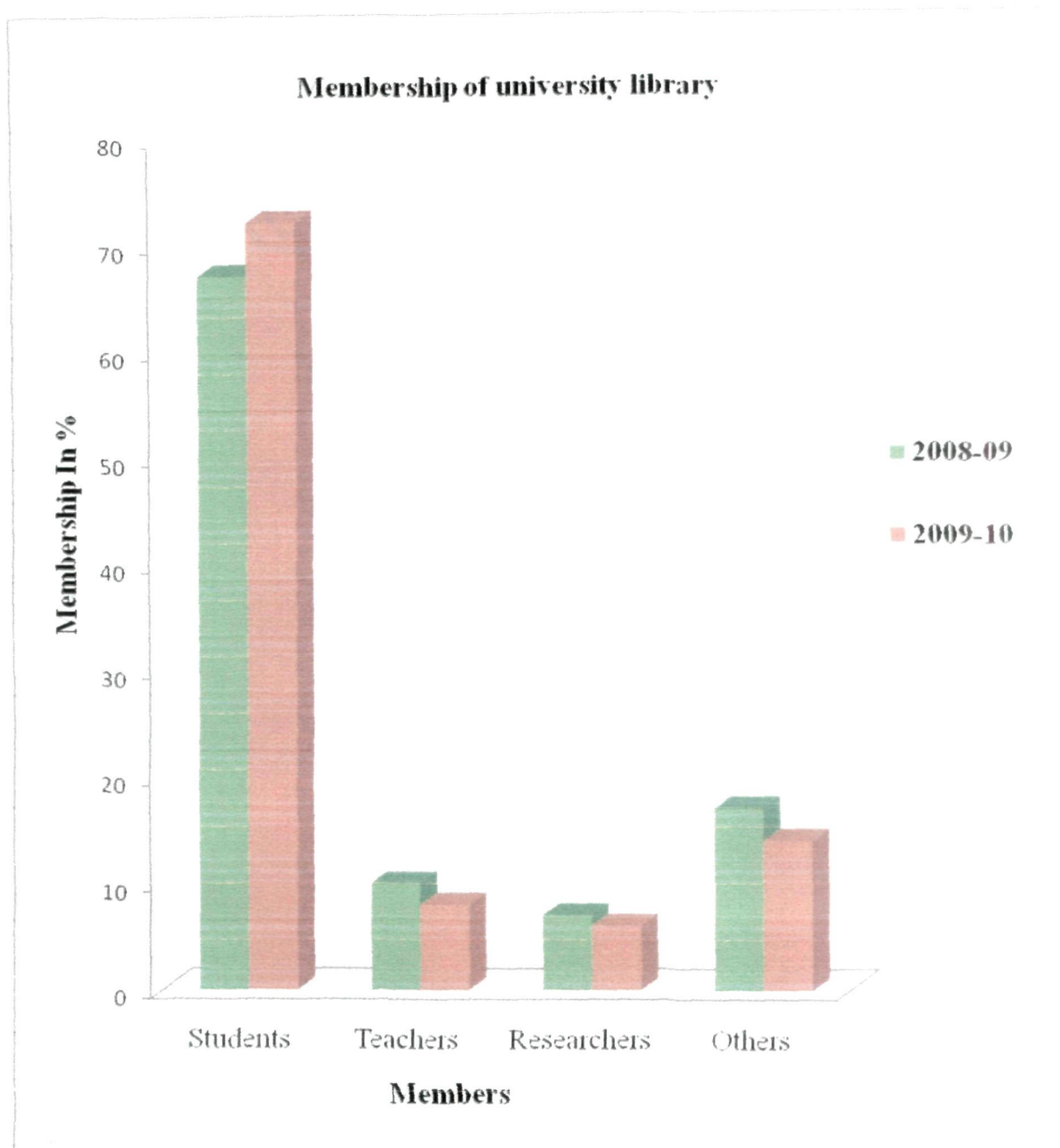


Fig:4 Membership of university library

2008-2009. On the contrary, 72% are the students, followed by teachers, i.e. 8%, followed by researchers, i.e. 6%, followed by others, i.e. 14% from the total members of the library during the session 2009-2010.

Annual Budget Allocation of the Library

The entire libraries have a budget to perform the library functions smoothly. The library has annual budget allocation for all the functions of the library of the whole year. The annual budget allocation of the Dr. Zakir Hussain library is as follows in the table:

Table: 5
Annual Budget Allocation of the Library

Items	2008-09	% of Items	2009-10	% of Items
Journals	50,00,000	60%	50,00,000	41%
Books	30,53,860	37%	56,00,000	46%
Manuscripts	2,25,000	3%	1,50,000	1%
Equipments and Furniture	-		15,00,000	12%
Total	82,78,860		1,22,50,000	

The table 5 shows the total annual budget allocated for the library's expenditures. 60% budget is allocated for the journals, 37% for the books, 3% for the manuscripts from the total annual budget allocated in the session 2008-2009. On the contrary, 41% budget is allocated for journals, 46% for Books, 1% for

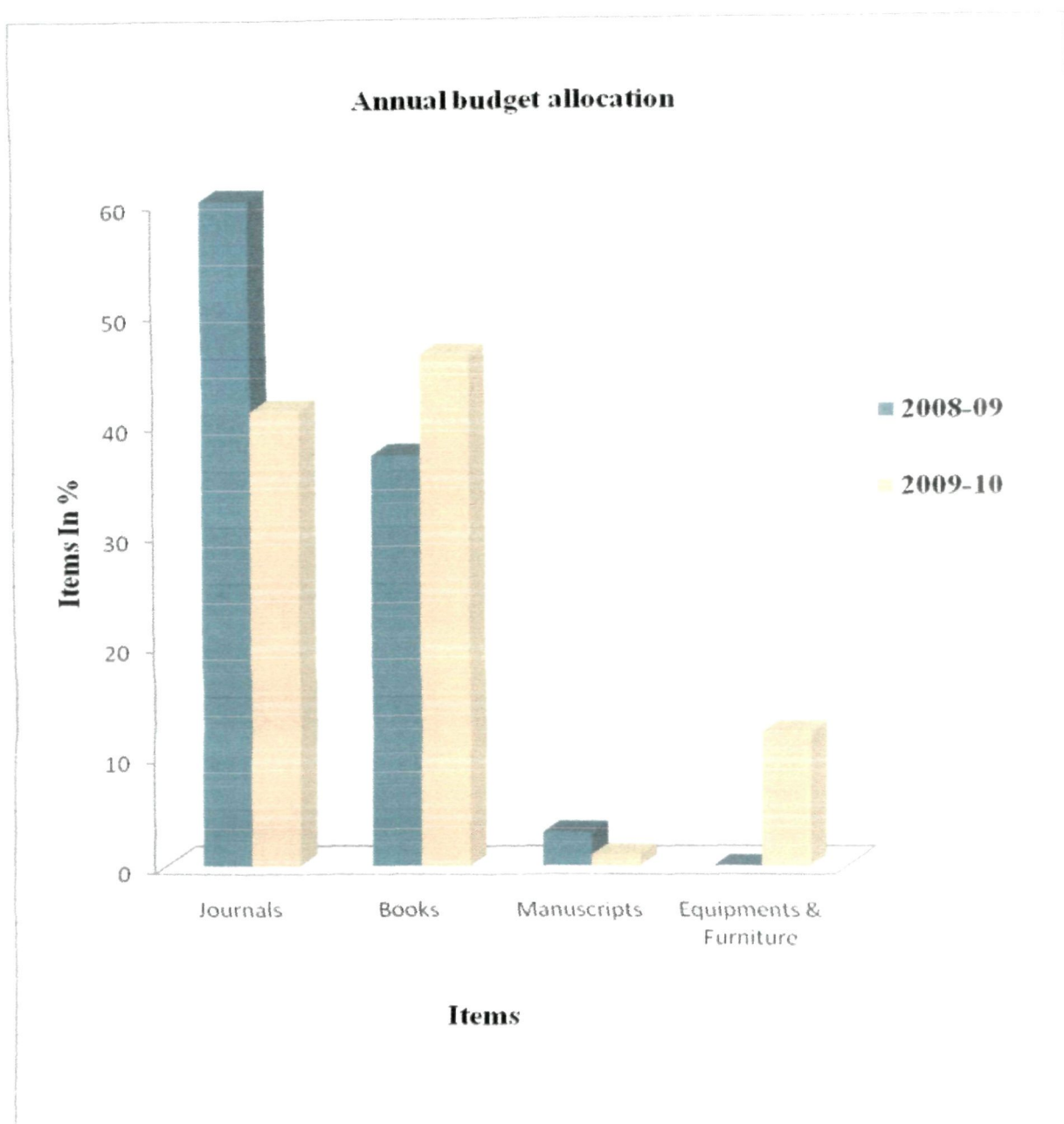


Fig: 5 Annual budget Allocation of the library

manuscripts, and 12% for equipments and furniture from the total annual budget allocated in the session 2009-2010.

Annual Expenditure of the Library

The annual expenditure of the library is the estimate of the whole year expenditure of various functions of the library. The annual expenditure of the library is as given below in the table:

Table: 6
Annual Expenditure of the Library

Items	2008-09	% of Items	2009-10	% of Items
Journals	50,81,146	61%	49,40,758	88%
Books	30,53,890	36%	4,31,984	8%
Manuscripts	2,24,704	3%	1,50,000	3%
Building	-		77,340	1%
Total	83,59,742		56,00,082	

The table 6 shows the total annual expenditure of library's activities. 61% of the total annual expenditure spends on journals, 36% on books, and 3% on manuscripts during the session 2008-2009. On the other hand, 88% of the total expenditure spends on journals, 8% on books, 3% on manuscripts and 1% on building maintenance during the session 2009-2010.

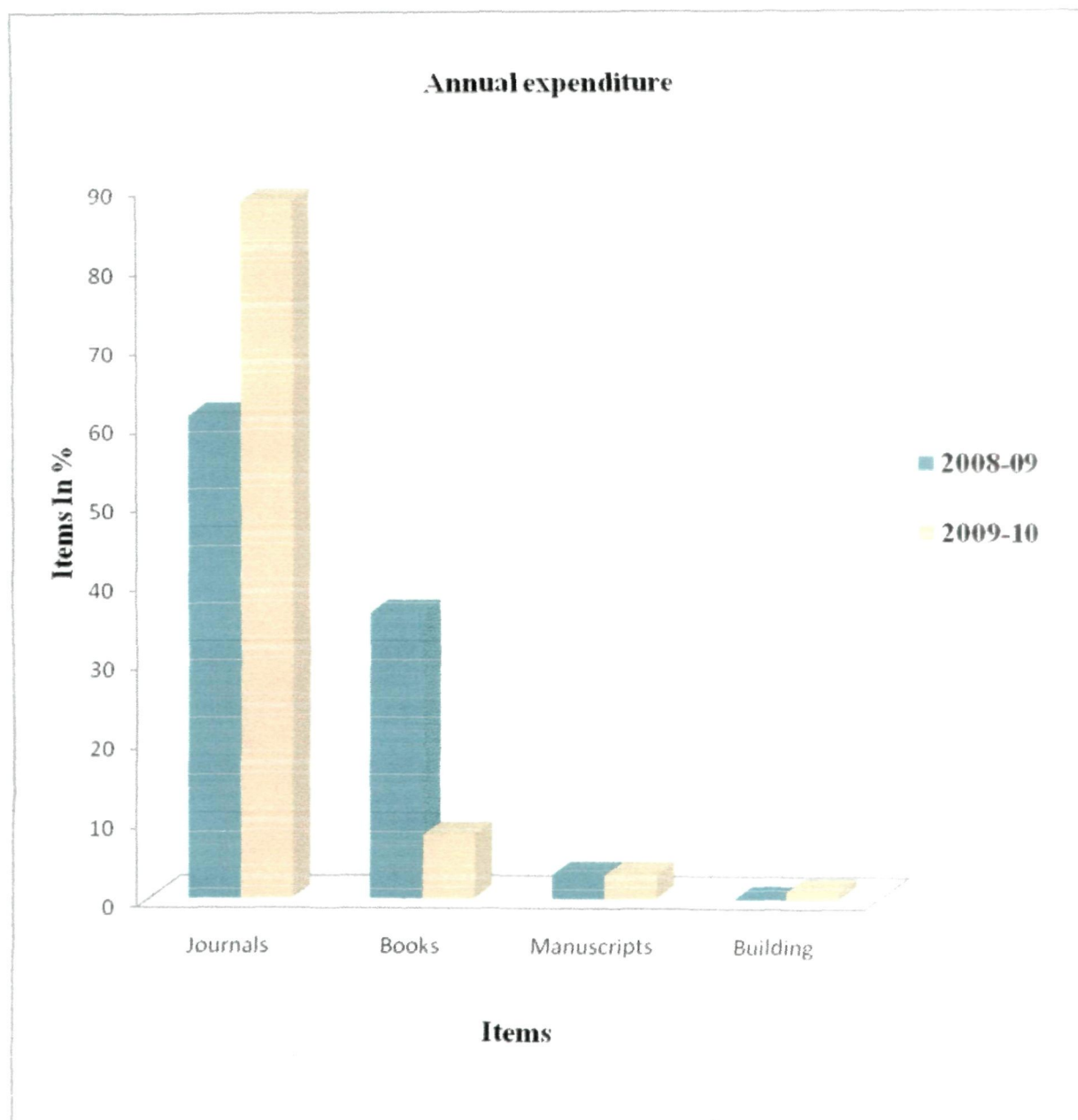


Fig: 6 Annual Expenditure of the library

Operational facilities of the library**Table: 7****Operational facilities of the library**

Services	Yes	No
Automated acquisition	Yes	-
Automated classification	Yes	-
Automated cataloguing	Yes	-
Automated circulation	Yes	-
OPAC	Yes	-
Reprographic/photocopying facility	Yes	-
Microfilm reader	Yes	-
Microfilm printer	-	No
CD server	-	No
Internet	Yes	-

Analysis of the table 7 shows that the library is fully automated. It has almost all automated operational infrastructure facilities in the library like: OPAC, Internet, etc. and also automated in house operation like acquisition, classification, cataloguing and circulation. The library also provides reprographic or photocopying facilities. Library has microfilm reader but does not have CD server and microfilm printer, etc.

Selection of study materials

All the library does not have acquire all the materials published in the world. So, the library has to choose the selected materials which are relevant to its users. The selection of study materials is done by the help of various people. In Dr. Zakir Hussain library the selection of study materials is done by as follows:

Table: 8

Selection of study materials

Selection of study materials	Yes	No
Librarian	Yes	-
Library committee	-	No
Teacher's recommendation	Yes	-
Student's recommendation	Yes	-
Any other	-	No

The analysis of the table 8 shows that the selection of study materials in Zakir Hussain library is done by the librarian and teachers. The students recommendations are also considers for selection of study materials. There is no library committee for the selection of study materials in the library.

Selection tools

The library has some selection tools used for the selection of the study materials. On their bases the library have select the s study materials which will be useful for their users.

Table: 9

Selection tools

S. No.	Selection tools used in the Library
1	Bibliographic tools
2	Reviews in journals
3	Reviews in books and newspapers
4	Recommendations by teachers
5	Publisher's catalogue
6	Internet

The table 9 reveals that the selection tool used for the selection of the study materials in Dr. Zakir Hussain library are: bibliographic tools, reviews in journals, reviews in newspapers and books, publisher's catalogue, etc. The recommendations by teachers are also taken into consideration as a selection tool used for study materials in the library. Besides this Internet is also used as a selection tool for collection development

E-journals subscription of the Library

Table: 10

E-journals subscription

S. No.	E-journals subscription
1	INDEST
2	UGC INFONET digital library consortium
3	Periodical suppliers

The table 10 shows that the e-journals subscription in Dr. Zakir Hussain Library, Jamia Millia Islamia is done by INDEST, INFONET the UGC digital library consortium and with the periodical suppliers also.

Resource sharing arrangements from library and information centers

The library has the resource sharing facility from other library and information centers to provide the better services to its users. The library shares the resources from the other libraries which are not available in it.

Table: 11

Resource sharing arrangements from library information centers

Dr. Zakir Hussain library	
2008-09	2009-10
DELNET	DELNET
INFLIBNET	INFLIBNET
American Centre Library	American Centre Library
British Council Library	British Council Library

The resources sharing arrangement of the Dr. Zakir Hussain library is done with the help of all the members' library of DELNET, INFLIBNET, American center library & British Council Library in both the years.



Chapter 6

Conclusion, Findings and Suggestions

CHAPTER 6

CONCLUSION, FINDINGS AND RECOMMENDATIONS

CONCLUSION

The present survey is sought to examine collection development in Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi. Almost all the objectives of the study have met satisfaction.

FINDINGS

The study conducted on “Collection Development in Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi.” The following are major findings of present survey generated.

- 1) Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi has a good collection of all kinds of documents such as: books, journals, manuscripts, etc. in different languages and on different subjects.
- 2) In case of library budget, the budget allocated more for journals than the books and other documents.
- 3) Selection of study materials is done by the librarian, teachers and students recommendations.
- 4) The library uses all the automated function facilities like automated acquisition, cataloguing and circulation etc.

Conclusion, Findings and recommendations

- 5) Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi uses bibliographic as well as online selection tools for selection of study materials.
- 6) The library shares their resources with DELNET, INFLIBNET, American central library and British council library.

TENABILITY OF HYPOTHESES

The hypotheses formulated in chapter were put to test on the basis of collected and analyzed data as given below:

HYPOTHESIS I

The collection of Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi is more than 5 lakh.

The total collection of Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi is less than 5 lakh. The data is given in table 1, 2, 3 shows that the collection of books, journals, manuscripts and others (3,62,406) is less than the estimated collection (5 lakh). Thus data reveals that the total collection of Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi is not more than 5 lakh.

Hence, the hypothesis is proved to be false. (Table 1, 2, 3)

HYPOTHESIS II

The budgetary allocation in Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi is increasing year after year.

Conclusion, Findings and recommendations

The total budgetary allocation Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi is increasing year after year. The data is given in table 5 shows that the budget allocation of library for session 2008-2009 of books, journals manuscripts, equipments & furniture (82, 78, 860) is less then the budget allocated for the session 2009-2010 (1, 22, 50, 000). Thus data reveals that the total budget allocated in Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi has increased by 39, 71, 140.

Hence, hypothesis is proved.

(Table 5)

HYPOTHESIS III

The annual expenditure is spent more on books rather than journals in Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi.

The data given in table 6 shows that annual expenditure spent on journals (50, 81, 146) is more than the annual expenditure spent on books (30, 53, 890). Thus data reveals that the annual expenditure spent on journals exceeds that of annual expenditure spent on books by 20, 27, 256.

Thus, hypothesis proved false.

(Table 6)

HYPOTHESIS IV

The library has fully automated function facilities.

Study of the table 7 shows that the library is fully automated. It has all most all automated function facilities like OPAC, internet and also automated in-house operation like acquisition, classification, cataloguing, etc. reprographic and photocopying facilities are also available there but CD server and microfilm reader is not available in the library. Thus, data reveals

Conclusion, Findings and recommendations

that almost all automated operational infrastructure facilities are there in the library except CD server and microfilm reader.

Thus, hypothesis is partially proved. (Table 7)

HYPOTHESIS V

The procedure of collection development in Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi is done by committee constituted for it as well as recommendations of teachers and students also taken into consideration.

The study of the table 8 shows that the selection of study materials in Dr. Zakir Hussain Library is done by the librarians, teachers and students recommendations. Library does not have any library committee for the selection of study materials.

Hence, hypothesis proved partially. (Table 8)

HYPOTHESIS VI

The library uses both documentary and online book selection tools for collection development.

The study of the table 9 shows that selection tools used for the selection of study materials in Dr. Zakir Hussain Library are- bibliographic tools, reviews in journals and newspapers, publishers catalogue, etc. Internet also used as a tool for selection of study materials. Thus the data reveals that the library use both documentary as well as online book selection tool for collection development.

Thus, hypothesis is proved true. (Table 9)

HYPOTHESIS VII

Conclusion, Findings and recommendations

Library does resource sharing.

The study of the table 11 shows that the resource sharing arrangement in Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi is done with the other libraries and information centers such as: DELNET, INFLIBNET, American centre library and British council library.

Hence, hypothesis is proved true.

(Table 11)

SUGESSTIONS/ RECOMMENDATIONS

The present study puts the following suggestions to be implements for the collection development in Zakir Hussain Library, Jamia Millia Islamia, New Delhi.

1. Though the budgetary allocation for journals, books, manuscripts etc. are sufficient but there is no budgetary allocation for audio-visual, CD-ROMs, microfilms/fiches etc. in the library, it is therefore advisable to have a separate budget allocation for the subscription for above mentioned items.
2. Though the teachers and students are involved in book selection process in Zakir Hussain Library, Jamia Millia Islamia, New Delhi, but a library committee with a set composition should be there for the selection of study materials.
3. There are no specific CAS and SDI services for the users in the library, the authorities may think of providing these services to library users.



Appendices

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QUESTIONNAIRE

ON

COLLECTION DEVELOPMENT IN THE ZAKIR HUSSAIN LIBRARY, JAMIA MILLIA ISLAMIA, NEW DELHI: A SURVEY

Name of the library _____

Address _____

Name of the librarian _____

1.) Total area of the librarysq ft.

2.) Stacking area of the library (approx)

3.) Seating capacity

4.) Total number of staff members.....

a) Professional

b) Semi professional.....

c) Non professional.....

5.) Total collection of the library.....

6.) Please indicate the collection in the following categories with the average annual intake for each

Categories of Sources	Year wise total collection	
	2008-2009	2009-2010
Books		
Periodicals		
Audio visual		
Microfilms/fiches		
Floppies		
CD-ROMs		
E-journals		

7.) Please indicate the collection in the following categories with the average of their subjects:

Categories of Sources	Subject wise collection	
	2008-2009	2009-2010
Books		
Periodicals		
Audio visual		
Microfilms/fiches		
Floppies		
CD-ROMs		
E-journals		

8.) Please indicate the collection in the following categories with the average of their languages:

Categories of Sources	Languages wise collection	
	2008-2009	2009-2010
Books		
Periodicals		
Audio visual		
Microfilms/fiches		
Floppies		
CD-ROMs		
E-journals		

9.) What is the total budget allocated for collection development?

.....

10.) How much is the total budget allocated for the books?

.....
.....

11.) How much is the total budget allocated for the periodical?

.....
.....

12.) How much is the library's annual budget allocation for

- a) Audio visual.....
- b) Microfilms/fiches.....
- c) Floppies.....
- d) CD-ROMs.....
- e) E-journals.....

13.) Is this grant/funding meant to develop all round collection.

- a) Yes ()
- b) No ()

If yes, then what percentage of this grant was allocated to?

Categories of Sources	Year wise collection	
	2008-2009	2009-2010
Books		
Periodicals		
Audio visual		
Microfilms/fiches		
Floppies		
CD-ROMs		
E-journals		

14.) Selection of study material in the library is done by

(Please tick in the brackets)

- a) Librarian ()
- b) Library committee ()
- c) Teachers' recommendation ()
- d) Students' recommendation ()
- e) Any other ()

15.) Please indicate the selection tool/tools used for the selection of study materials by the library

- 1. bibliographic tools ()
- 2. reviews in journals ()
- 3. any others ()

16.) What is the selection policy for collection development followed by the library for?

.....

.....

.....

.....

.....

.....

17.) Subscription of e-journals is done by

- a) INDEST ()
- b) INDONET ()
- c) UGC INFONET digital library consortia ()
- d) Periodical suppliers ()

18.) Subscription of print journals is done by

- a) Recommendation of department ()
- b) Purchase committee ()

19.) Subscription of print+online journals is done by

- a) Recommendation of department ()
- b) Purchase committee ()

AUTOMATION

20.) Is your library automated?

- a) Yes ()
- b) No ()

If yes, then is it

- a) Partially automated ()
- b) Fully automated ()

21.) Please indicate the existing and operational facilities in the library

(Please tick in the brackets)

- a) OPAC Yes () No ()
- b) Automated circulation Yes () No ()

IN-HOUSE OPERATION

- c) Automated acquisition Yes () No ()
- d) Automated classification Yes () No ()
- e) Automated cataloguing Yes () No ()
- f) Reprographic/photocopying facility Yes () No ()
- g) Microfilm reader Yes () No ()
- h) Microfilm printer Yes () No ()
- i) CD server Yes () No ()
- j) Internet Yes () No ()

RESOURCE SHARING

22.) Does your library have resource sharing facility?

a) Yes ()

b) No ()

23.) Do you believe in resource sharing concept?

a) Yes ()

b) No ()

24.) If no, then give reason

.....

.....

.....

.....

.....

.....

25.) If yes, then give the names of library and information centers with which your library has resource sharing arrangement

Session	Lib. And inf. Centers(Names)
2008-2009	
2009-2010	

26.) Does your library have any branch library at some other place?

a) Yes ()

b) No ()

27.) If yes, then please give the names

.....
.....

28.) What is the impact of resource sharing on the collection development of your library?

.....
.....
.....

29.) Total member of Dr. Zakir Hussain Library, Jamia Millia Islamia, New Delhi

.....

i.) Total registered faculty

.....

ii.) Total registered research scholar

.....

iii.) Total registered students

.....

30.) How many books can be issue to the users?

1.) Faculty

2.) Research scholars

3.) Students:

i.) Post graduate

ii.) Graduate

31.) Whether the e-resources are utilized more than print resources or not?

.....

THANKS